

EASTFORD SCHOOL DISTRICT  
Eastford, Connecticut

JOB DESCRIPTION

TITLE: Class Advisor, Grade 8

QUALIFICATIONS: 1. Demonstrated ability to organize student activities  
2. Demonstrated interpersonal skills

REPORTS TO: Building Principal

JOB GOAL: The Class Advisor acts as liaison among parents, students and administration for eighth grade events and activities.

RESPONSIBILITIES OF THE EIGHTH GRADE ADVISOR INCLUDE BUT ARE NOT LIMITED TO:

1. Organizes an election for eighth grade officers.
2. Facilitates activities that the eighth grade officers plan, including a possible end-of-the-year social activity.
3. Disseminates information about high schools as requested by the principal.
4. Facilitates high school presentations and paperwork as requested by the principal.
5. Chairs a committee of faculty to plan graduation. This committee should meet in April, May, and June. All faculty and administration should be invited, and minutes should be available.
6. Organizes and facilitates the students for graduation.
7. Collaborates with the PTO in planning the graduation reception.
8. Facilitates writing of thank you notes to groups and individuals who donate to eighth grade activities.
9. Performs any other duties as assigned by the principal.

TERMS OF EMPLOYMENT: Annual appointment in accordance with the contract.