

STUDENT ACTIVITY FUND CHIEF FACULTY ADVISOR
(COUNSELOR)

Job Description

CERTIFICATION:	None
IMMEDIATE SUPERVISOR:	Superintendent of Schools
HIGHEST SUPERVISOR:	Board of Education – annual appointment

The Student Activity Fund Chief Faculty Advisor (Counselor) is responsible for coordinating all student activity funds in the District to ensure the proper accounting and safe keeping of all Extraclassroom activity funds in a manner consistent with New York State established rules, regulations and procedures, and Board of Education policies, Administrative Regulations, and in compliance with generally accepted accounting principles.

The Student Activity Fund Chief Faculty Advisor (Counselor) shall be a building principal.

This job shall include, but not be limited to the following:

1. The Chief Faculty Advisor shall have general supervision of the extra classroom funds.
2. It shall be the duty of this officer to coordinate the financial planning of all projects of the various pupil organizations in his building; to consult with the faculty advisors;
3. The Chief Faculty Advisor shall be responsible for approving all fund raising requests as well as all payment requests
4. The Chief Faculty Advisor shall investigate all problems and disputes concerning the student organizations under his jurisdiction and shall affect action that will enable these problems and disputes to be resolved. In addition, he shall be charged with implementation of any corrective action plan developed as part of the audit of the activities under his jurisdiction.
5. The Chief Faculty Advisor shall recommend appointment of the faculty advisors to the Superintendent of Schools