

### Class Advisor Role Descriptions

**Note:** Class advisors serve the same grade-level each year, as long as they continue in their role.

**Freshman Class Advisor:** Host weekly class Congress meetings (or less, on occasion, as needed), Tuesday mornings from 7:00 to 7:25. Meet weekly with officers on Monday from 7:00 to 7:25. Plan and host Jackson's Got Volleyball fundraising event. Create/maintain an electronic database with information related to the above activities, including meeting minutes and all documents related to the planning and execution of the events above, as well as any other events that are also created. Work with Senior Class Advisor to ensure that fundraising is sufficient to reach the necessary amount by senior year. Work with ASB advisor to assist with various school-wide events and activities. Participate in occasional meetings with all other class advisors and the ASB advisor to reflect, evaluate, and modify systems and structures.

**Sophomore Class Advisor:** Host weekly class Congress meetings (or less, on occasion, as needed), Tuesday mornings from 7:00 to 7:25. Meet weekly with officers on Monday from 7:00 to 7:25. Plan and host Student Talent Show fundraising event. Create/maintain an electronic database with information related to the above activities, including meeting minutes and all documents related to the planning and execution of the events above, as well as any other events that are also created. Work with Senior Class Advisor to ensure that fundraising is sufficient to reach the necessary amount by senior year. Work with ASB advisor to assist with various school-wide events and activities. Participate in occasional meetings with all other class advisors and the ASB advisor to reflect, evaluate, and modify systems and structures.

**Junior Class Advisor:** Host weekly class Congress meetings (or less, on occasion, as needed), Tuesday mornings from 7:00 to 7:25. Meet weekly with officers on Monday from 7:00 to 7:25. Plan and host Father-Daughter Dance fundraising event. Create/maintain an electronic database with information related to the above activities, including meeting minutes and all documents related to the planning and execution of the events above, as well as any other events that are also created. Work with Senior Class Advisor to ensure that fundraising is sufficient to reach the necessary amount by senior year. Work with Senior Class Advisor to seek out potential Prom venues based on the preferences of the students. Work with ASB advisor to assist with various school-wide events and activities. Participate in occasional meetings with all other class advisors and the ASB advisor to reflect, evaluate, and modify systems and structures.

**Senior Class Advisor:** Host weekly class Congress meetings (or less, on occasion, as needed), Tuesday mornings from 7:00 to 7:25. Meet weekly with officers on Monday from 7:00 to 7:25. Plan and host Staff Talent Show fundraising event. Plan and host Jackson's Next Top Wolf event. Plan and host Prom. Plan and host two senior class meetings; one in fall and one in spring. Work with National Achiever to help students purchase graduation attire. Create/maintain an electronic database with information related to the above activities, including meeting minutes and all documents related to the planning and execution of the events above, as well as any other events that are also created. Work with other class advisors to help them stay on track with where they need to be before senior year. Work with ASB advisor to assist with various school-wide events and activities. Participate in occasional meetings with all other class advisors and the ASB advisor to reflect, evaluate, and modify systems and structures.