Extra Duty - DECA Advisor - High School

**Purpose Statement**

The job of Extra Duty - DECA Advisor - High School is done for the purpose/s of maximizing the educational and occupational opportunities for high school students enrolled in Marketing and Distributive Education; preparing students to compete at DECA competitions with curriculum standards in marketing, business management and administration, finance and hospitality and tourism; and ensuring students are academically prepared, community oriented, professionally responsible and experienced leaders.

This job reports to the Principal - High School

**Essential Functions**

- Attends DECA competitions during regular season, district, state and national events for the purpose of coaching and supporting the students.
- Attends a variety of supporting activities for the purpose of providing information regarding the program and/or recognizing participants accomplishments.
- Develops a plan of action for fundraising and budgeting for the purpose of maintaining and balancing activity accounts.
- Organizes and supervises a core group of students who meet regularly for the purpose of planning ideas and projects for the upcoming year.
- Participates in meetings, workshops and seminars as assigned for the purpose of gathering information required to perform functions.
- Prepares students to compete in DECA competitions for the purpose of ensuring the students are knowledgable in the areas of marketing, business management and administration, finance, and hospitality and tourism.
- Responds to questions or concerns of students, parents or other school staff for the purpose of providing information, assistance and/or direction.
- Supervises students at all sponsored related events for the purpose of ensuring proper student behavior in accordance with Board policies.
- Supports students in any project, outing or club activity for the purpose of ensuring students have everything they need for the club to function at its full potential.

**Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: organization; communication skills.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies and/or regulations; and relevant professional standards and practices.
ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: working extended hours that may include weekends and/or evenings; providing leadership, direction and team building; and traveling to off campus meetings.

Responsibility
Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job’s functions.

Work Environment
The usual and customary methods of performing the job’s functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 40% sitting, 25% walking, and 35% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is not required.
Education: Bachelors degree in job-related area.

Equivalency:

Required Testing:  
Certificates and Licenses  
Missouri State Teaching Certificate  

Continuing Educ. / Training:  
Clearances  
Criminal Justice Fingerprint/Background Clearance  

FLSA Status   Approval Date   Salary Grade
Exempt   2/24/2020   Extra Duty - N

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.