

**Hernando County School Board
Florida**

CTE FLEX – LEAD ADVISOR

Required Qualifications:

- Teacher Certification
- Must be employed in an Instructional Position at the school site where the Career Technical Student Organization is located

Desired Qualifications:

- Ability to motivate and encourage student and community participation
- Posses organizational and fundraising skills
- Ability to complete tasks driven by deadlines
- CTE/ employment experience in the field represented by the CTSO

Performance Responsibilities:

- Understand, organize and promote all aspects of the CTSO's guidelines and expectations
- Develop guidelines, rules and expectations for students that are consistent with Hernando County policies and CTSO bylaws
- Know district/regional, state, and national competitive event guidelines and activities; coordinate participation on all levels.
- Organize officer elections and provide officer training
- Help members develop a program of work, including a budget, calendar, and committee assignments
- Assure that designated candidates meet all qualifications to attend conferences and/or competitions
- Collect submitted forms and necessary protocol papers from students and advisors. Review and forward necessary forms to CTSO organization, coordinators, and all stakeholders
- Arrange transportation, lodging, and chaperones for conferences and/or competitions including permissions slips, and field trip requests.
- Meet with all advisors, participants, and parents prior to conferences and/or competitions
- Assist advisors with membership enrollment and info needed to prepare for conferences and/or competitions
- Purchase all general materials as necessary for students and conferences and/or competitions.
- Guide and inform advisors of what materials they will need to purchase for conferences and/or competitions
- Ensure that all CTSO and Hernando County policies are followed at events
- Maintain and communicate financial conditions of chapter funds to all stakeholders.

- Promote student, advisor, and community participation at all levels during conferences and/or competitions
- Perform all tasks required to keep affiliation with the CTSO organization
- Support your officers in conducting regular chapter meeting and maintain chapter records
- Provide advisors, administration, and all stake holders with information in the form of upcoming events both on and off campus, pre-event meetings and correspondence, and achievements, as needed, in a timely manner
- Organize District Level Events to support your CTSO
- Notify local media outlets about upcoming events, winners, need for judges, donations
- Perform other duties as assigned by Site Administrator and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Site Administrator and/or designee

Terms of Employment:

Supplemental Position

Salary:

Paid in accordance with the Differentiated Pay for Additional Duty/Supplemental Schedule in the Hernando Classroom Teachers' Association (HCTA) Contract

***About the Organization**

Business Professionals of America develops and empowers student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth, and service. Business Professionals of America has the ability to enhance student participation in professional, civic, service and social endeavors. Business Professionals of America members participate in these activities to accomplish their goals of self-improvement, leadership development, professionalism, community service, career development, public relations, student cooperation, safety, and health.

Board Approved: 09/19/2023