

**Hernando County School Board
Florida**

SKILLS USA LEAD ADVISOR

Required Qualifications:

- Career and Technical Education Certification
- Employed in an Instructional Position at the site in which the Career and Technical Student Organization is located

Desired Qualifications:

- Ability to motivate and encourage student and community participation
- Organizational and fundraising skills
- Ability to complete tasks driven by deadlines
- Career and Technical Education Certification or employment experience in the field represented by the Career and Technical Student Organization

Performance Responsibilities:

- Understand, organize, and promote all aspects of the Career and Technical Student Organization's guidelines and expectations
- Develop guidelines, rules, and expectations for students that are consistent with Hernando County School Board policies and Career and Technical Student Organization bylaws
- Know district, regional, state, and national competitive event guidelines and activities; coordinate participation on all levels
- Organize officer elections and provide officer training
- Assist members in developing a program of work, including a budget, calendar, and committee assignments
- Ensure designated candidates meet all qualifications to attend conferences and/or competitions
- Collect forms and necessary protocol papers from students and advisors. Review and forward necessary forms to Career and Technical Student Organization, coordinators, and all stakeholders
- Arrange transportation, lodging, and chaperones for conferences and/or competitions including permission slips and field trip requests
- Meet with all advisors, participants, and parents prior to conferences and/or competitions
- Assist advisors with membership enrollment and the collection of information needed to prepare for conferences and/or competitions
- Purchase all general materials necessary for students, conferences, and/or competitions
- Assist advisors in gathering materials needed for conferences and/or competitions

- Ensure all Career and Technical Student Organization and Hernando County School Board policies are followed at events
- Maintain financial records of chapter funds and communicate conditions to all stakeholders
- Promote student, advisor, and community participation at all levels during conferences and/or competitions
- Perform all tasks required to maintain affiliation with the Career and Technical Student Organization
- Assist officers in conducting regular chapter meetings and maintaining records
- Provide advisors, administration, and all stakeholders with information as needed in a timely manner regarding upcoming events; both on and off campus, pre-event meetings and correspondence, and achievements
- Organize District level events to support the Career and Technical Student Organization
- Notify local media outlets about upcoming events, winners, need for judges, donations, etc.
- Perform other duties as assigned by the Site Administrator and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally an/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 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

Board Approved: 09/19/2023