

BALTIMORE COUNTY PUBLIC SCHOOLS

Extra Duty Activity (EDA)

Name of EDA:	Class Advisor
School Level:	High

Description of Activity: Under the direction of the principal, the class advisor supervises, guides, and mentors class officers and other students to ensure the success of class-sponsored activities, events, and initiatives over the class’s four-year period in the school. The class advisor helps plan and supervise class social events that are aimed at building school spirit and cooperation among students. During his/her regularly scheduled after school meetings, the class advisor assists the students in securing permissions and dates for social activities, electing class officers, establishing communication with school stakeholders (e.g., community businesses, PTAs), and preparing for the senior prom and graduation.

The class advisor serves as a role model for students and should demonstrate good human relations skills. Organizational, marketing/fund raising, and promotional skills are important in this role. The class advisor should also be able to easily communicate, both orally and in writing.

Link to the Blueprint for Progress: Class advisors support the system’s mission to provide a quality education for all students through the numerous class activities and events held each year and by assisting in meeting the *Blueprint’s* Performance Goal 6 by engaging parents/guardians, businesses, and the community at large in the educational process.

<i>Examples of Specific Duties of this EDA Sponsor</i>	<i>Estimated Hours</i>
Preparation and Planning <ul style="list-style-type: none"> • Meets with school administrators to prepare the class calendar of events and to develop fund raisers, as necessary • Meets with parents to discuss eligibility for participation in class events, event dates, and costs (e.g., class rings, caps and gowns, transportation), fund raisers, use of funds, need for chaperones, and student responsibilities related to class events • Meets with class executive board, steering committee, officers, and students to help them develop and prepare class events 	40 – 50
Typical Class Activities, Events, and Fund Raisers <ul style="list-style-type: none"> • Pep rallies • Pizza parties and ice cream socials • Class parties • Class field trips • Ring ceremony and dance 	100 – 300

- Proms
- School spirit week
- Senior breakfast, slide show, farewell assembly, and graduation duties
- Service projects (e.g., collection and distribution of items/goods to community organizations and/or individuals)

Other EDA Duties

10 – 20

- Assists students in writing job resumes and college essays
- Writes letters of recommendation

Estimated Annual Hours that a Teacher Might Spend to Sponsor this EDA: 150 - 370

Minimum Number of Students Required: This will vary depending upon school enrollment and student interest. However, a class advisor can anticipate that 20-30 students will participate in the various student planning and organizational committees.

Annual Compensation

Freshman Class Advisor is a Level I activity.

Sophomore Class Advisor is a Level I activity.

Junior Class Advisor is a Level II activity.

Senior Class Advisor is a Level II activity.