



## **Prom Advisor**

### **Central Lyon Community Schools**

**REPORTS TO** Building Principal

**FLSA STATUS** Exempt

**PREPARED DATE** 5/2022

**START DATE** 8/2022

#### **JOB SUMMARY**

This advisor will primarily be responsible for planning junior/senior prom with a committee of students. The time commitment will vary throughout the year.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Effective communication with outside vendors, school administration, and custodial staff.
- Maintaining a budget.
- Organization and coordination of set up, supervision, take down.
- Arranging supervision
- Maintenance and organization/storage of decorations.
- Coordinating fundraisers.
- Coordinating the sale of tickets and permission for outside guests.

#### **OTHER JOB FUNCTIONS**

- Establish student committees for these potential areas of responsibility
  - Colors
  - Theme
  - DJ/music
  - Photographer
  - Decor
  - Refreshments
  - Announcer(s)
  - Group photo location
  - Advertisement and admission
  - Participation Hours
  - Eligibility and identification to participate in the grand march
  - Determination of eligibility dates
  - Make location arrangements and determine set-up schedules (must be approved by administration)
- Finances & Purchasing
  - Maintain junior class finances related to prom and stay within budget
  - Make appropriate purchases and secure materials needed for the event
- Public Relations & Supervision
  - Arrange for prom chaperones
  - Determine plans for programs, tickets, prices, any PR announcements
  - Ensure proper supervision of decorating (adult must be present at all times)

- Arrange for clean-up
- Other
  - Determine logistics/perimeters related to parents/students for grand march (work with administration)
  - Ensure all entities have the materials needed (cash boxes, cords, etc.) during the night of prom
  - Additional prom responsibilities as assigned

**QUALIFICATIONS**

Strong organizational and communication skills required. Attention to detail. Ability to work with students. Preference will be given to applicants already on staff at Central Lyon.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Normal office physical demands. May periodically have moderate physical demands and may be required to lift up to 50 pounds occasionally. The noise level in the work environment is usually moderate. Generally, employee works inside.

**TERMS OF EMPLOYEMENT**

Salary and work year to be established by the Board.

**EVALUATION**

Performance of this job will be evaluated by the building principal according to guidelines of Board policy.

The statements contained herein describe the scope of responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the Board's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_