



HAYWARD COMMUNITY SCHOOL DISTRICT  
HAYWARD, WISCONSIN

**NOTICE OF VACANCY**

**FAMILY, CAREERS, AND COMMUNITY LEADERS OF AMERICA  
(FCCLA) ADVISOR**

**Primary Responsibility**

To provide leadership in the planning, organizing, and implementing club activities for Future Career and Community Leaders of America club. Club activities should align with the district mission to provide Academic and Career Planning (ACP) and CTSO Career and Technical Student Organization for FCCLA members.

**Qualifications:**

- Experience or certification in Family and Consumer Education (preferred but required)
- Organizational skills and abilities
- Successful experience working with students in setting outside of the traditional classroom
- Familiarity with ACP components

**Duties and Responsibilities**

- Recruit students to join FCCLA.
- Organize club meetings
- Maintain financial records and budget
- Maintain minutes and necessary documentation for CTSO qualification
- Prepare students for state, regional, and national competitive events.
- Organize and conduct fundraising and charitable activities
- Willingness to sponsor, organize, and lead regional competitions at Hayward High School

Send letter of interest and application materials to:  
Hayward Community School District  
Mr. Billy O'Brien  
Assistant Principal & Activities Director  
10320 Greenwood Ln  
Hayward WI, 54843  
bobrien@hayward.k12.wi.us

Application deadline: Applications will be accepted until filled.

"EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER"

