

**Wilson Creek School District No. 167-202**

PO Box 46/400 Navar Street  
Wilson Creek, WA 98860

Phone (509)345-2541  
FAX (509)345-2288

# **FBLA Advisor**

Open In-House: 2/17/2026

Opens to the Public: 2/22/2026

Close: Open until Filled

## **Position Details**

The Wilson Creek School District is seeking an FBLA Advisor that would support and leads the school's Future Business Leaders of America (FBLA) chapter. This role promotes career readiness, leadership development, and student engagement in competitive events. The Advisor oversees chapter operations, provides student mentorship, aligns activities with school and national FBLA guidelines, and maintains relationships with business and community partners.

**Reports to:** Principal/Superintendent, CTE Director

## **Essential Duties and Responsibilities**

### **Chapter Management**

- Build and maintain administrative support for all FBLA activities.
- Organize and oversee officer elections; provide leadership training for officers.
- Establish and communicate guidelines that empower students to lead while adhering to school, state, and national policies.
- Conduct regular chapter meetings aligned with professional and organizational expectations.
- Guide students in creating a comprehensive Program of Work, including budgets, calendars, and committee assignments.

### **Student Development**

- Supervise, chaperone, and coordinate all FBLA chapter activities and events.
- Encourage civic engagement and service learning among chapter members.
- Prepare students for competitive events by reviewing guidelines and integrating standards into classroom instruction.
- Equip student leaders to grow the chapter through a strong Program of Work with measurable outcomes.
- Promote participation in regional, state, and national conferences and competitions.

### **Administrative Duties**

- Maintain accurate chapter records and documentation.
- Manage the chapter's ASB financial account, including deposits, expenditures, and reporting.
- Submit Activity Requests to the ASB Advisor in May to support annual budget development.

- Complete and submit Activity Summaries to the ASB Advisor upon conclusion of each activity.
- Oversee fundraising efforts and maintain detailed financial records.
- Stay familiar with the FBLA national organization's history, bylaws, procedures, and program offerings.
- Understand and monitor regional, state, and national competitive event guidelines.

### **Promotion and Networking**

- Communicate chapter activities and student achievements to administrators, staff, students, and the broader community.
- Develop a marketing plan to increase the chapter's visibility and support recruitment.
- Build relationships with local business leaders and invite guest speakers to chapter meetings.
- Partner with local businesses to support student preparation for competitive events.

### **Professional Development**

- Attend regional and state Adviser Update Meetings.
- Stay current on FBLA programs, conferences, and student opportunities.
- Network with other FBLA advisors to share resources and best practices.
- Integrate FBLA activities into the classroom to enhance instruction.
- Use official FBLA resources, including the Chapter Management Handbook and Competitive Events Guides.

### **Mentorship**

- Provide guidance and ongoing support to students as they engage with FBLA programs and leadership opportunities.
- Build positive relationships with students through chapter activities and events.
- Help students develop skills that prepare them for future careers in business and related fields.

### **Other Duties**

- Perform other responsibilities as assigned.

**Salary & Benefits:** Wilson Creek School District follows the WCEA "Supplemental stipend schedule page 36" which can be viewed [here](#). For detailed information about employee benefits, please visit [www.wilsoncreek.org](http://www.wilsoncreek.org). Benefit details can be found by navigating to **District > HR > Benefits**, or by clicking directly on this [link](#).

**Application:** Please submit the following:

- Letter of interest
  - Completed application packet (available on our website at [www.wilsoncreek.org](http://www.wilsoncreek.org))
  - At least two (2) Letters of Recommendation from someone qualified to assess your past work history.
- Inquiries may be directed to 509-345-2541 or email [jobs@wilsoncreek.org](mailto:jobs@wilsoncreek.org)

Please submit all application materials to:

**Wilson Creek School District**

**PO Box 46**

**Wilson Creek, WA 98860**

**OR email the application materials to: [jobs@wilsoncreek.org](mailto:jobs@wilsoncreek.org)**