

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION – YOUTH LEADERSHIP ASSOCIATION (YLA) SPONSOR (St. Marys High School)

Qualifications: Meet minimum Standards for Certification as set forth by the West Virginia Board of Education Policy 5202 in Minimum Requirements for the Licensure of Professional Personnel and the qualification as outlined in West Virginia §18A-4-7a. Whereas this position is an extra-curricular assignment, individuals must be a regular employee.

Immediate Supervisor: Principal and/or Assistant Principal

FLSA Status: Exempt

Term of Employment: Determined by the Pleasants County Board of Education and Delineated on the district Supplemental Schedule

Salary: Determined by the Pleasants County Board of Education

Expectations / Duties and Responsibilities:

- Conduct a monthly meeting before or after school.
- Submit a required state reports.
- Conduct at least two community service projects per semester.
- Prepare for Model UN, Fall Conference and Youth in Government.
- Prepare a yearly budget and conduct approved fund raising for the events.
- Complete and submit all necessary paperwork for YLA events/conferences such as board approval, bus request, medical and insurance papers, code of conduct and parent permission.
- Arrange transportation for the students for YLA events/conferences.
- Arrange for appropriate supervision – secure approved chaperones.
- Make all housing arrangements for students and chaperones.
- Attend bill rating-one Saturday in February.
- Attend Fall Conference –three days the week-end before Thanksgiving.
- Attend Model UN-three days in February.
- Attend Youth in Government and assume assigned chaperone duties at the Capitol.
- Assist students in preparing for legislative bills and have them finished by January to be sent to the state office.
- Assemble a Supreme Court team and help them prepare for Youth in Government.
- Arrange at least one legislative practice prior to Youth in Government.
- Arrange for students to attend YLA Leadership Camp in the summer.
- Facilitate annual election of officers.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully

perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/ technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.

Perform Other Job-Related Duties and Responsibilities as Assigned by the Principal and/or Assistant Principal

Amended: October 25, 2016