**TITLE:**

 Junior Class Sponsor

**QUALIFICATIONS:**

1. Employed as a teacher by Loup City Public Schools
2. Knowledge of adolescent young men and women and the ability to apply said knowledge
3. Ability to organize materials and people

**REPORTS TO:**

 Principal

**JOB GOAL:**

The Junior Class Sponsor will assist in organizing the class as they progress through their Junior year.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervise selection of class officers
2. Supervise class meetings and school sponsored events of the Junior Class
3. Supervise fundraising activities
4. Organize and supervise the organization of Junior-Senior Prom
5. Organize and supervise the decorating for Junior-Senior Prom
6. Sponsor the Junior-Senior Prom
7. Supervise the clean up after the Junior-Senior Prom
8. Organize a “timeline of activities” related to the Junior-Senior Prom
9. All other district-related duties as assigned by supervisor

**ESSENTIAL FUNCTION:**

 Regular and reliable attendance is an essential function of the job.

**TERMS OF EMPLOYMENT:**

Terms of employment will be defined by a combination of Board policies and the negotiated agreement.

**EVALUATION:**

The Junior Class Sponsor will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Principal.