**TITLE:**

 National Honor Society 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 National Honor Society Sponsor will coordinate all National Honor Society activities.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervise selection of members and meetings
2. Supervise selection committee
3. Supervise selection of officers
4. Supervise fundraising project(s)
5. Supervise projects and activities of the organization
6. Supervise induction banquet and ceremony
7. Organize and purchase through the Principal all awards, medals, etc., for inductees
8. 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 National Honor Society 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.