**TITLE:**

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

**PERFORMANCE RESPONSIBILITIES:**

1. Supervise selection of class officers
2. Supervise selection of class colors, motto, etc.
3. Supervise fitting of caps and gowns
4. Supervise fundraising activities (if necessary)
5. Work with administration in setting up and supervising graduation ceremonies
6. Collect gowns after graduation (if necessary)
7. 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 Senior 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.