**TITLE:**

Student Council 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 Student Council Sponsor will coordinate all Student Council activities.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervise Student Council elections
2. Sponsor all Student Council activities: Homecoming dance and coronation, state convention, district convention, etc.
3. Supervise fundraising activities
4. Administer Student Council receipts and expenditures
5. Conduct meetings
6. Be responsible for all pop and juice machines
7. Be responsible for having students post upcoming events on outside marquee and electronic sign in library
8. Maintain communication with state organizations
9. Utilize Student Council as an opinion group of the student body and convey opinions to the administration, staff and school board
10. Through Student Council, coordinate youth leadership activities that allow students to gain in leadership qualities, training and decision-making skills
11. Complete any other Student Council related activities as directed by the Principal
12. 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 Student Council 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.