

Sponsor for Clubs & Activities

Job Title: Sponsor for Clubs & Activities
Department: Activities
Reports to: Assistant Principal for Athletics & Activities or Principal
Classification: Exempt

Summary

A sponsor for clubs and activities is responsible working within the framework of the co-curricular programs in accordance with district policies and procedures.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities

An individual who holds this position is required to:

1. Responsible for the information contained in the Athletics and Activities Handbook and Activity Funds Procedures Manual.
2. Ensure the room/area is secured and the facility is left in good repair.
3. Reserve space for meetings as appropriate.
4. Meet outside of the normal school day.
5. Complete club application form and submit form to the building principal for final approval.
6. Keep a roster of all students participating in the club including hours/attendance.
7. Work with booster club organization, if applicable.
8. Provide a safe environment for students.
9. Adhere to all the policies, procedures and regulations of the building and district.

Supervisory Duties

Supervise students at all times

Qualifications

Education

Bachelor's degree from accredited college/university

Certificates, Licenses, Registrations

Valid Missouri Teaching Certificate

Skills and Abilities

Language

An individual who holds this position must have the ability to:

1. Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance.
2. Complete forms, write reports and engage in written correspondence with parents.
3. Present information effectively and respond to questions.
4. Write clear and complete lesson plans.

Computation

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An individual who holds this position must have the ability to:

1. Work with mathematical concepts such as probability and statistical inference.
2. Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning

An individual who holds this position must have the ability to:

1. Solve a variety of problems in many different situations.
2. Interpret instructions presented in written, oral, diagram or schedule form.
3. Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students.

Other Skills and Abilities

An individual who holds this position must have the ability to:

1. Identify needs and abilities of individual students and to adapt instructional methods accordingly.
2. Establish and maintain effective relationships with students, peers and parents.
3. Perform multiple tasks simultaneously.

Technology

An individual who holds this position must have the ability to:

1. Perform basic computer functions such as word processing and internet use.
2. Use district software for recording grades and finding student information.
3. Utilize smart boards, projectors and other instructional technology provided by the district.

The physical demands described here 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 essential functions.

Physical Demands

An individual who holds this position must have the ability to:

1. Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously.
2. Move around the classroom.
3. Read handwritten or printed material.

Attendance

Consistent and regular attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short

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periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.

Terms of Employment

Contracted school year to serve for the length of the activity.