

WINDBER AREA SCHOOL DISTRICT
JOB DESCRIPTION

Department: - Extra-curricular

Standard Title: - Activity/Class Sponsor

Primary Function:

Activity/Class Sponsor will execute all duties required for an effective extra-curricular program involving students assigned to their activity/class.

Supervision Received:

Activity/Class Sponsors are directly responsible to their assigned Principal.

Direction Exercised:

Activity/Class Sponsors are responsible to supervise and assist students assigned to their activity/class under the Principal's direction.

Essential Duties:

1. Knowing and enforcing all policies and regulations covering school activities and for conveying them to the students. Strict adherence is imperative to insure strong programs and for protection of the sponsor and school district.
2. Supervision of students at all times while involved in school sponsored activities. Sponsors must be present when students arrive for an activity and remain until all students are gone.
3. Following assigned schedules. No arbitrary change in schedule, or rescheduling will be made by the sponsor without the consent or approval of the principal.
4. Schedules for events or practices must be made well in advance and obtained through the principal.
5. Following district procedures and guidelines in reporting accidents or injuries.
6. Develop a student participation roster and submit that to the Building Principal by the last day of September of every school year.
7. Providing to each student participant and principal any set of rules and regulations commensurate with the sponsor's expectations and requirements.

8. Working in conjunction with the Principal to insure that transportation arrangements have been scheduled.
9. Keeping records regarding the distribution and collection of all equipment or materials used by the students.
10. Reporting problems to the Building Principals.
11. Maintain a professional rapport and demeanor with the students and others associated with the activity.

Secondary Duties:

1. If a student does not attend school, he/she is forbidden to participate in practice or a game for that day unless authorized by the administration.
2. Before leaving the practice area, insure that the building is secure, all lights out, and the doors are locked.
3. Schedule all fundraisers and moneymaking projects through the administration. Please instruct students, responsible for moneys collected, of the procedures for deposit and withdrawal of funds.
4. Where moneymaking activities will be conducted, it is the responsibility of the sponsor to assure that officers are elected to the organization and that proper requisition and authorization channels are used when funds are distributed.
5. Turn in all keys and equipment within two (2) weeks of the close of the season.
6. When school is canceled or dismissed early, all practices and games are canceled. Special events may continue with the authorization by the administration.
7. Perform temporary duties as assigned by the High School Principal and/or Superintendent.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. Activity/Class Sponsors shall hold at least a bachelors degree.
2. Knowledge of program planning, department content area and budgeting.
3. Excellent communication, problem solving and organization skills.

Salary:

The salary shall be in accordance with the schedule established by the Board of Education.