

**CHEER ASSISTANT ADVISOR – HIGH SCHOOL****Qualifications:**

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, skill, and/or ability required.

1. Patient, understanding, with the ability to persevere.
2. Knowledge of all aspects of cheerleading safety.
3. Ability to budget both income and expenses.
4. Genuine interest in high school students.
5. Ability to work with staff, students and the public.
6. Ability to resolve conflicts between parents or team members.
7. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

**Reports to:** Building Administrator and Head Cheer Advisor

**Supervises:** N/A

**Job Goals:**

To assist the Head Cheer Advisor in his/her duties and responsibilities and to help each participating student gain and increase self-discipline and cheerleader skills, and to promote accomplishment in each individual and the team as a whole.

**Essential Duties and Responsibilities:**

To assist the Head Cheer Advisor in her duties and responsibilities, which duties and responsibilities include:

1. Conducts tryouts for the head cheerleader and the cheerleading team in the spring.
2. Arranges and conducts summer practices.
3. Prepares a team work-out that fits both the team and individuals needs.
4. Makes contact with parents on a regular basis.
5. Supervises and conducts all practices.
6. Schedules and oversees all summer activities.
7. Attends a majority of games or arranges for adequate supervision.
8. Transports team to selected away games or arranges for transportation.
9. Carries out policies, procedures and discipline as stated in the District Policy Manual as applicable to cheerleading.
10. Tends to injuries and uses preventative measures to avoid injuries.
11. Organizes and monitors fundraising in cooperation with booster groups.
12. Collects and deposits all money and maintains a record of expenses. Prepares the yearly trip itinerary and expenses.
13. Is reasonable for the welfare and safety of all team members.
14. Maintains a direct line of communication with administration.
15. Maintains high standard of ethical behavior and confidentiality.
16. Has regular and predictable attendance.

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**Other Duties and Responsibilities:**

Performs all other duties as assigned.

**Terms of Employment:**

**This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee, and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.**

An employee working in this position shall, at all times, be subject to the direction of the persons to whom said employee has primary responsibility or said person’s designee(s), and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said School District rules, regulations and policies.

Employed annually under the Cheer Assistant Advisor stipend as per the Stipend Schedule as listed in the Negotiated Master Contract between Bonneville Joint School District No. 93 and the Bonneville Education Association.

**Evaluation:**

Performance of this position will be evaluated annually by the Head Cheerleader Advisor in accordance with Board policy.

**Physical Demand/Work Environment:**

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 the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit for extended periods of time; and have sufficient hand, arm and finger dexterity. The employee is frequently required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate to loud.

Reviewed \_\_\_\_\_ Revised 05/07  
12/16

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**NOTES:**

*All certificated and non-certificated employees and other individual are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:     I.C. § 33-512 Governance of Schools  
                          I.C. § 33-1210 Information on Past Job Performance