

USD 490 Job Description  
**HS Cheerleader Sponsor**

Created 4/10/2008

**Purpose:** To carry out the aims of the Athletic Program and policies of El Dorado Public Schools, USD 490.

**Responsible to:** Activities Director, Building Principal

**Payment rate:** Supplemental

**Minimum Qualifications:**

Health and Inoculation Certificate on file.

**Essential Functions:**

1. Year-Round Responsibilities:
2. Keep abreast of new knowledge and techniques by attendance at camps, clinics, and workshops as approved by District.
3. Implement rules and regulations.
4. Keep abreast of rules and rule changes.
5. Implement proper procedures for out-of-season practices and camps, according to the KSHSAA.
6. Oversee the tryout and selection process annually.
7. Perform other assigned tasks or duties as requested and needed.
8. Follow all school district rules and regulations.

Seasonal Responsibilities:

1. Before the Season:
  - a. Notify students of important times for their activities (physicals, sign-ups, check out, etc.)
  - b. Arrange for the payment of all necessary fees and keep accurate records.
  - c. Provide accurate information needed to compile eligibility lists and other reports.
  - d. Prepare an emergency phone list.
  - e. Clarify to athletes the Letter Award Policy.
  - f. Arrange for a systematic issuance of school equipment and preparation of facilities.
2. During the Season:
  - a. Implement athletic policies as outlined in the handbook for coaches.
  - b. Be in regular attendance at practice sessions and contests.
  - c. Emphasize safety precautions and be aware of the best training and injury procedures.
  - d. Report accident to Athletic Trainer.
  - e. Conduct himself/herself and his/her teams in an ethical manner during practice and contests.
  - f. Instruct his/her players concerning rules and rule changes, new knowledge, and innovative ideas and techniques.
  - g. Effectively prepare students for performances.
3. End of Season Responsibilities:
  - a. Arrange for the systematic return of all school equipment and hold the athlete responsible for all equipment not returned.
  - b. Arrange for the issuance of Letter and special awards earned after having the list of students receiving Letters and Awards approved as directed by the Building Principal and the Activities Director.
  - c. Arrange for cleaning, sorting, and inventory of all equipment and be accountable for all missing equipment.
  - d. Arrange for the care and maintenance of his/her facility by making recommendations concerning additions and improvements.

*El Dorado USD #490 does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in admission or access to, or treatment or employment in its programs and activities. If you have questions regarding the above, please contact: Title IX/Section 504 Coordinator, 124 West Central, El Dorado, Kansas, 67042, 316-322-4800.*

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- e. Make recommendations concerning equipment needed to be purchased or repaired.
- f. Submit recommendations for next year's season or practice schedule.

**SUPERVISORY RESPONSIBILITIES**

Sponsor is responsible for El Dorado cheerleaders during practices, performances, and at all times while away from El Dorado.

**Physical Requirements/Environmental Conditions:**

- 1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
- 2. Ability to handle a fast-paced, intense work environment.
- 3. Must occasionally work in noisy and crowded environments, with numerous interruptions.

***Statement of Acknowledgement***

I have received a copy of my job description and agree to the terms of employment.

Signature\_\_\_\_\_

Date\_\_\_\_\_

*Original: Personnel File*

*Copy: Employee*

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