

DISTRICT #202 CO-CURRICULAR PHILOSOPHY

Our belief is that all co-curricular programs are an essential part of the overall educational program offered to our students. Therefore, the same standards and expectations of quality instruction apply toward co-curricular experiences as apply to classroom experiences. To that end, a clearly defined set of expectations for each coach and sponsor will promote proper planning, implementation, and evaluation of each activity.

JOB DESCRIPTIONS

EXTRA DUTY: ACTIVITY/CLUB SPONSOR

QUALIFICATIONS:

1. Certification as necessary to meet local or state requirements.
2. Possesses experience in activity, preferably as a high school and/or college participant.
3. Any requirements deemed necessary by the District #202 Board of Education.

REPORTS TO:

Principal or designee

SUPERVISES:

All students involved in his/her activity.

JOB GOAL:

To instruct students in the fundamental skills necessary for them to realize a degree of individual and group success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

DUTIES AND RESPONSIBILITIES:

1. Has a thorough knowledge of all policies approved by the Lisle Board of Education and is responsible for its implementation by the participants in the activity.
2. Understands the proper administrative line of command and refers all requests or grievances through proper channels.
3. Performs any other appropriate duties that may be assigned by the Administration.
4. Establishes the fundamental philosophy, skills, and techniques necessary for a successful activity.
5. Provides clear expectations of student's participation in the activity.
6. Completes necessary planning well in advance of activity.
7. Is innovative - uses new ideas, to improve the quality of the activity for students.
8. Shows respect (verbal, physical, psychological) for students, parents and colleagues.
9. Instills in students a desire for intellectual growth and development.
10. Maintains appropriate discipline.

11. Demonstrates integrity with the students and staff.
12. Shows sound judgement in fulfilling responsibilities and making decisions. Accepts criticism and/or recognition with a mature attitude.
13. Keeps Principal informed of any or all problems before, during or after all activities.
14. Does not allow sponsorship of the activity to impede or detract from classroom responsibilities.
15. Encourages students to participate in the activity program. Respects and supports other sponsors during their activities.
16. Provides all necessary lists, program information, bus requests, etc. as requested by the Principal.
17. Assists the Principal in scheduling, providing transportation and requirements for all special needs.
18. Provides documentation to fulfill district requirements concerning parental consent and student eligibility.
19. Advises the Assistant Principal and recommends policy, method, or procedural changes.
20. Participates in the budgeting function with the Assistant Principal by establishing needs for the next year.
21. Provides supervision for students involved in the activity.
22. Instills in each student a respect for school property, its care and proper use.
23. Informs parents of all rules and expectations.
24. Presents timely and valid information to news media as appropriate.