



SCHOOL TOWN of
MUNSTER



6th Grade Class Sponsor

Job Description

Reports to: Assistant Principal

Building: Wilbur Wright Middle School

Evaluated by: Assistant Principal

Evaluation period: Annual

Qualifications:

Projects a positive attitude and establishes rapport with students.
Expressed a strong commitment to supporting the 6th grade class throughout the school year.

Purpose of the Position:

To provide a club for students that works to embrace school spirit within Wilbur Wright Middle School and unity among the 6th grade class.

Responsibilities:

- Coordinates call out and ongoing meetings.
- Informs members of organization goals
- Conducts meetings with class officers and plans activities for the school year.
- Oversees the development and distribution of class t-shirts and fundraising materials.
- Coordinates activities, monitors fund-raising activities, and oversees the extra-curricular fund.
- Helps with school-wide student belonging initiatives – mentoring and event coordination.
- Helps with the WEB program and 6th Grade Orientation
- Helps coordinate and organize 6th Grade field trips.
- Any other duties as assigned by the school administration.

Qualification Requirements:

Wilbur Wright Middle School faculty or staff are preferred.

Length of Addendum Position

The school year

Terms of Employment:

Salary determined by addendum schedule within the teacher Collective Bargaining Agreement.
Addendum salary: \$735

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.