SCHOOL TOWN of MUNSTER

National Junior Honors Society Sponsor WWMS

Job Description

Reports to: Principal

Building: Wilbur Wright Middle School

Evaluated by: Principal

Evaluation period: Annual

Qualifications:

Projects a positive attitude and establishes rapport with students.
Expresses a strong commitment to assuring the Wilbur Wright Middle School National Junior Honor Society represents the values of the staff and community.

Purpose of the Position:

To provide a club for students that develops and acknowledges leadership, community services and scholarship.

Responsibilities:

- Coordinates the selection process for National Junior Honors Society, communicates the requirements with students and families and develops selection requirements based upon clear criteria.
- Informs members of the organizational goals
- Oversees collection of dues
- Appoints committee chairpersons
- Assists club officers as they plan monthly meetings
- Coordinates club activities
- Monitors fund-raising activities
- Oversees the extra-curricular account
- Coordinates member volunteer activities
- Assists in disseminating information to the student body, staff and community on the community service and leadership roles students will be undertaking
- Publishes all club announcements
- Consults with the Building Principal regarding club activities
- Supervises all club activities
- Performs 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: $1,000

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