



Job Description

Platte County School District

Sponsor

Purpose Statement

The job of Sponsor is done for the purpose/s of ensuring students build creative thinking skills, social skills, and problem solving skills; providing students the opportunity to learn new skills through projects and activities.

This Job reports to Assigned Supervisor

Essential Functions

- Assists students with projects for the purpose of ensuring projects are completed on time and students are successful.
- Attends and participates in a variety of supporting activities for the purpose of providing information regarding the program and/or recognizing participant's accomplishments.
- Develops positive relationships with students and their parents (e.g. proper dress, language, demeanor, and student/teacher relations., etc.) for the purpose of providing feedback to students on their individual performance and ensuring trust with all parties is present.
- Organizes and supervises a core group of students for the purpose of ensuring a positive learning environment and achievement of goals.
- Provides a positive learning environment to allow students to be creative thinkers and problems solvers while supporting their vision for the purpose of allowing opportunities for students to collaborate.
- Responds to inquiries of students, parents, other school personnel, media representatives, college representatives, etc. for the purpose of providing information, assistance and/or direction.
- Supervises students at all sponsored related events for the purpose of ensuring proper student behavior.
- Supports students in any project or activity for the purpose of ensuring students have everything they need to function at their full potential.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; administering first aid; applying pertinent laws, codes, policies, and/or regulations; and organizing and communicating information and concepts.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the

functions of the job include: equipment used in activity/program; injury prevention and appropriate treatment protocols; pertinent laws, codes, policies, and/or regulations; participant eligibility, attendance and discipline guidelines; public relations protocols; relevant professional standards and practices; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; dealing with frequent interruptions; exhibiting strong leadership; maintaining strict confidentiality; meeting deadlines and schedules; modeling sportsmanship and enforcing sportsmanlike behavior among students; motivating participating student athletes; providing a firm, fair, and consistent discipline approach; setting priorities; traveling to off campus athletic events; and working extended hours that may include evenings and/or weekends; adhere to safety practices, rules, regulations, and policies.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services. Moderate to significant time is required outside of the typical school day to supervise these activities including occasional evenings, weekend, and out-of-area travel. Supervision is required for a moderate to significant number of students. There is moderate to significant opportunity for student interaction with the public and/or involvement of members of the community with the program.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, 45% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience: Job related experience is required.

Education: Bachelors degree in job-related area.

Required Testing

None Specified

Certificates and Licenses

CPR/First Aid Certificate

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance

FLSA Status

Not Rated

Approval Date

Salary Grade

Revised Date