

Black History Month Sponsor Job Description

TITLE:

Black History Month Sponsor

APPOINTMENT:

Sponsors shall be appointed annually upon the recommendation of the Principal to the Superintendent.

PRIMARY SUPERVISOR: Student Activities Director, Asst. Student Activities Director, Asst. Principal over Student Activities, Building Principal.

QUALIFICATIONS:

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certificates required by law.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, and possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To provide all students the opportunity to participate in the educational and occupational opportunities available; to follow the policies and regulations established by the school district. Work with students to create meaningful and educational activities for all students during the month of February in honor of Black History Month.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

- 1.Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
- 2.Shall seek to establish friendly and cooperative partnerships between home and school.
- 3.Shall work to develop a positive public relationship between the school district and the community.
- 4.Shall carry out assignments in a timely manner without undue checking.
- 5.Shall react positively to directives.
- 6.Shall have a willingness to cooperate with the Superintendent, District Administrators, Building Administrators, Activities Director and Staff.
- 7.Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
- 8.Shall take necessary precautions to protect students, equipment, materials and facilities.
- 9.Shall understand, model and implement the board policy code of ethics to all students and fellow colleagues.
- 10.Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

- 1.Shall provide leadership to an organized group with an established leadership plan. (i.e. officers)
- 2.Shall be responsible for scheduling Black History Month events during the month of February.
- 3.Shall supervise all fund-raising activities.
- 4.Shall keep accurate records on budget expenditures.

5. Shall schedule and assist students with any and all BHM activities.
6. Shall meet the needs of students by allowing them to become leaders and active participants in planning and performing BHM activities.
7. Shall prepare a detailed annual report highlighting the activity accomplishments, awards, participation levels and recommendations for improvement.