

# FCCLA Sponsor

## Job Description

**TITLE:** FCCLA Sponsor

**APPOINTMENT:** Club 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.
4. Should be a teacher Family and Consumer Sciences Department

**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.

**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 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. Maintain financial records and be financially responsible for the actions of the activity
2. Keep up to date with all paperwork required from the student activity office.
3. Maintain a list of active students. Keep a log of attendance and agendas for meetings
4. Plan and supervise all meetings, events, performances, and contests. (stay with students until they are dismissed)
5. Complete end of the year packet
6. Conduct a membership drive that solicits members from all classes
7. Participate with school events when needed
8. Provide a schedule of meetings and activities
9. Maintain a core group of students for the organization
10. Conduct meetings at least a minimum of bi-monthly
11. Shall supervise all fund-raising activities. (Activities are self supporting.)
12. Be available to participate in the Regional, State, and National competitions (when/if necessary)