

TITLE: Hispanic Heritage Assembly Coordinator (Discretionary)

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 for the specified position when applicable.

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 opportunities

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 take necessary precautions to protect students, equipment, materials and facilities.
7. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Plan and organize the Hispanic Heritage assembly for the student community
2. Plan events for the month of October leading up to the assembly and get all pre-approved before the events well in advance (ie spirit week, door decorating contest, pot luck)
3. Create an agenda/script for the assembly to get pre-approved by administration well in advance before the assembly

4. Hold meetings to create a committee to assist with the planning
5. Plan, attend, supervise, and coordinate the scheduled practice times for the assembly
6. Communicate with theatre manager to schedule assembly and practices
7. Fill out all necessary paperwork for facility usage for the assembly