

TITLE: Prom Club 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 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 to hold a Prom event.

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. Maintain financial records and be financially responsible for the actions of the activity (all activities are self-funded)
2. Keep up to date with all paperwork required from the student activity office
3. Maintain a list of active students with the designated individual for eligibility
4. Plan and supervise all meetings, events, performances, and contests until all students are dismissed
5. Hold meetings a minimum of bi-monthly with planned activities for students related to Prom
6. Complete end of the year packet and meet with the student activity director at the conclusion of each school year
7. Participate in any competitions/events deemed necessary and appropriate for the club
8. Create prom packet for pre-approval
9. Provide a prom packet for students who are considering attending prom
10. Effectively promote the prom using signs, banners, websites, and bulletin boards
11. Secure a venue for prom/choose favors/plan prom extras that will occur at prom
12. Plan ticket sales and distribution of tickets and favors
13. Complete a detailed budget for prom and a tentative budget for the next school year
14. Organize transportation to tournaments/events ahead of schedule if necessary
15. Participate with school events when needed including membership drives
16. Maintain a core group of students for the club
17. Keep a log of attendance and brief agendas from all meetings