

TITLE: Women of Excellence (Sisterhood) Sponsor (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. 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 at least every other week after school to encourage activities in female empowerment and female mentoring
6. Complete end of the year packet and meet with the student activity director at the conclusion of each school year
7. Organize transportation to events ahead of schedule if necessary
8. Participate with school events when needed including membership drives
9. Maintain a core group of students for Sisterhood and continue to build on female empowerment and mentoring
10. Keep a log of attendance and brief agendas from all meetings