

# SPRING HILL SCHOOL DISTRICT



## High School Hype Squad Sponsor

<b>Title</b>	<b>High School Hype Squad Sponsor</b>
<b>Purpose</b>	The High School Pep Club Sponsor promotes sportsmanship among students. The High School Pep Club Sponsor supervises all High School pep club activities, and works closely with other staff and the administration of U.S.D. No. 230.
<b>Supervision</b>	School Principal / Athletic Director / Activities Director
<b>Benefits</b>	Supplemental Salary Schedule according to the Master Agreement
<b>Required Qualifications</b>	<ol style="list-style-type: none"><li>1. High school diploma or equivalent.</li><li>2. Bachelor's degree from an accredited college/university.</li><li>3. Current Kansas State Teaching Certificate on file in the Central Office.</li><li>4. Health and Inoculation Certificate on file in the Central Office.</li><li>5. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.</li><li>6. Desire to continue career improvement.</li></ol>
<b>Physical Requirements &amp; Conditions</b>	<ol style="list-style-type: none"><li>1. Requires prolonged sitting or standing.</li><li>2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.</li><li>3. Occasional stooping, bending, and reaching.</li><li>4. Requires some travel.</li><li>5. Must work indoors and outdoors year-round.</li><li>6. Must work in noisy and crowded environments.</li></ol>
<b>General Responsibilities</b>	<ol style="list-style-type: none"><li>1. Supervise all pep club activities. High School Pep Club Sponsor Page Two</li><li>2. Update and administer the school's pep club constitution.</li><li>3. With help from administration, determine a budget for the pep club and stay within the established budget.</li><li>4. Hold an annual membership drive, collect dues, and submit current membership list to the activities director.</li><li>5. Emphasize the importance, through the club's constitution, of attendance at certain contests. The constitution, rules, and policies are to be enforced.</li><li>6. Maintain accurate record keeping of each member's activities.</li><li>7. Conduct organization meetings in accordance with the club's constitution.</li><li>8. Organize uniform selection and purchase of uniforms</li><li>9. Assist pep club members with fund raising activities with approval of principal.</li><li>10. Assume responsibility for the conduct of the organization's members and assistants during meetings, practices, and while representing the district.</li><li>11. Organize, supervise, and preview all poster making for appropriateness.</li><li>12. Create expectations for the development of high morals so the pep club members will present a positive image.</li></ol>

	<ul style="list-style-type: none"> <li>13. Handle all disciplinary actions for pep club members such as probation, suspension, or expulsion.</li> <li>14. Secure transportation for out-of-district activities.</li> <li>15. Responsible for raising the American Flag at home football games.</li> <li>16. Organize and conduct homecoming coronations as follows: a. Order crowns, flowers, and awards. b. Organize rehearsal. c. Prepare publicity including photographs and articles d. Write coronation script e. Obtain announcer f. Notify all appropriate game and school officials g. Make signs for cars h. Make sure last year's royalty be present. i. Coordinate with other committees.</li> <li>17. Organize and conduct three sports awards programs per year.</li> <li>18. Organize and conduct parent's night at fall and winter sports activities.</li> <li>19. Ensure that safety precautions are observed during all activities.</li> <li>20. See that district policies are observed during all activities..</li> <li>21. Keep abreast of new information, innovative ideas and techniques.</li> <li>22. Obtain advance approval from the Activities Director and Principal for all activities, practices, performances, and expenditures.</li> <li>23. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.</li> <li>24. Other duties as assigned by the Activities Director, Principal, or other Administrative Staff.</li> </ul>
<b>Essential Functions</b>	<ul style="list-style-type: none"> <li>1. Coordinate and supervise high school pep club activities at district, league, state, and other levels.</li> <li>2. With help from administration, determine a budget for the pep club and stay within the established budget.</li> <li>3. Promote sportsmanship and school spirit.</li> <li>5. Communicate effectively with all members of the school district and community.</li> <li>6. Work effectively with booster clubs and other community organizations.</li> <li>7. React to change productively and handle other tasks as assigned.</li> <li>8. Support the value of an education.</li> <li>9. Support the philosophy and vision of USDNo. 230.</li> </ul>