

Spring Hill U.S.D. #230
101 East South Street
Spring Hill, KS 66083

Junior Class Sponsor Job Description

Purpose: The Junior Class Sponsor promotes involvement in school activities. The Junior Class Sponsor supervises Junior Class activities and production of the Junior/Senior Prom, and works closely with the other staff and administration of U.S.D. No. 230.

Responsible to: Activities Director and Principal

Payment rate: According to the Master Agreement

Qualifications:

1. High school diploma or equivalent.
2. Bachelors degree from an accredited college/university.
3. Current Kansas State Teaching Certificate on file in the Central Office.
4. Health and Inoculation Certificate on file in the Central Office.
5. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.
6. Desire to continue career improvement.

Essential Functions:

1. Coordinate and supervise Junior Class activities.
2. Coordinate, direct, and supervise the production of the Junior/Senior Prom.
3. With assistant with administration, develop and adhere to a budget.
4. Communicate effectively with all members of the school district and community.
5. Work effectively with community organizations.
6. React to change productively and handle other tasks as assigned.
7. Support the value of an education.
8. Support the philosophy and vision of U.S.D. No. 230.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.
4. Requires some travel.
5. Must work indoors and outdoors year-round.
6. Must work in noisy and crowded environments.

General Responsibilities:

1. Coordinate and supervise Junior Class activities.
2. Coordinate, supervise, and direct the production of the Junior/Senior Prom.
3. With assistance of administration, develop and adhere to a budget.

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4. Supervise and assist the Junior Class with selecting yearly goals and completing school projects.
5. Coordinate and supervise student fundraising activities.
6. See that district policies are observed during all activities.
7. Keep abreast of new information, innovative ideas and techniques.
8. Obtain advance approval of the Activities Director and Principal for all activities and expenditures.
9. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
10. Other duties as assigned by the Activities Director, Principal, or other Administrative Staff.