

## **WENTZVILLE R-IV SCHOOL DISTRICT**

### **Position Description**

**Position Title:** Sponsor (non-MSHSAA)  
**Reports To:** Principal, Activities Director, and/or Designee

#### **SUMMARY**

Helps each participating student achieve a high level of skill, an appreciation for the values of discipline, academic achievement, sportsmanship, and an increased level of self-esteem.

#### **QUALIFICATIONS/REQUIREMENTS**

- Knowledge of the activity and rule changes, as applicable.
- Valid Missouri teacher or substitute certification.

#### **ESSENTIAL JOB DUTIES**

- Follow District policies and building procedures at all times.
- Establish desirable rapport with the students involved and work effectively with other staff involved in extracurricular activities.
- Communicate effectively with students and patrons.
- Sponsors should maintain emergency contact information for students and communicate directly with parents or guardians in the event of an emergency.
- Project a proper image for the school at public events involving the club/activity.
- Make an effort to include as many students as possible.
- Hold appropriate meetings of the organization.
- Coordinate the election of student leaders (if applicable).
- Require acceptable behavior from student participants.
- Provide adequate supervision of all organization functions, including student pickup.
- Encourage the development of desirable student attitudes and values.
- Follow sound practices concerning the health and safety of students.
- Demonstrate effective organizational skills.
- Submit meeting attendance sheets and/or roster (if applicable) to the Principal, Activities Director, and/or Designee.
- Assist in submitting eligibility lists, equipment needs, purchase orders, program problems, concerns, facilities, and practice areas (if applicable).
- Cooperate with maintenance and custodial personnel in the care of areas.
- Respect and support other sponsors during their seasonal and off-season activities.
- Prepare public information releases regarding his/her activity (if applicable).
- Ensure the district field trip handbook staff/student ratio is followed for travel.
- Communicate activities/results to the Building Principal or Activities Director for Public Relations acknowledgment, etc.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as assigned by the Principal, Activities Director, and/or Designee.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with current pay plan and District Policy.

**EVALUATION**

Performance in this job will be evaluated annually in accordance with District Policy.