

# PLEASANTS COUNTY SCHOOLS



## JOB DESCRIPTION – CLASS SPONSOR (St. Marys High School)

**Qualifications:** Meet minimum Standards for Certification as set forth by the West Virginia Board of Education Policy 5202 in Minimum Requirements for the Licensure of Professional Personnel and the qualification as outlined in West Virginia §18A-4-7a. Whereas this position is an extra-curricular assignment, individuals must be a regular employee.

**Immediate Supervisor:** Principal and/or Assistant Principal

**FLSA Status:** Exempt

**Term of Employment:** Determined by the Pleasants County Board of Education and Delineated on the district Supplemental Schedule

This position is for a four-year cycle starting with the freshman class and concluding with the senior class. Annually, a position is posted for the incoming freshman class. The outgoing sponsor has the right to make application for the new rotation. In the event that a person would resign mid-cycle the position shall be posted with the grade level designation.

**Salary:** Determined by the Pleasants County Board of Education

### **Expectations / Duties and Responsibilities:**

- Conduct a “class meeting” once every nine weeks for planning purposes and maintaining open lines of communication.
- Annually, facilitate the election of class officers.
- Is active with all aspects of “Homecoming” that involve their specific class.
- Facilitate a “fund raising activity” once a semester or twice a year minimum and oversee that funds are properly accounted for according to school/board policy.
- Any other duties, responsibilities, and related items as assigned by the building principal.

### **Specifically, for the Sophomore Class:**

- Coordinate, organize decorate and finance the decoration for the high school Homecoming Dance.

### **Specifically, for the Junior Class:**

- Coordinate, organize, decorate and finance the high school prom.

### **Specifically, for the Senior Class:**

- Coordinate end of year activities for seniors.
- Assist as needed with graduation activities.

### **PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform

the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/ technical laboratories where the noise levels may be moderate to loud (60-90 dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.*

**Perform Other Job-Related Duties and Responsibilities as Assigned by the Principal and/or Assistant Principal**

**Amended:** October 25, 2016