

## NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Senior Class Sponsor

QUALIFICATIONS:

1. Iowa Teaching Certificate

REPORTS TO: Activities Director

JOB GOAL: To provide leadership and direction to the senior class to host the annual Bachelor Capture Dance held late February or early March.

PERFORMANCE RESPONSIBILITIES:

1. Meet/Assist the Senior class officers
2. Assist them with making arrangements
3. Assign staff to work assignments
4. Assist class with making arrangements in fundraising activities such as selling clothing (as early as possible in the academic year)

PERFORMANCE RESPONSIBILITIES:

1. Time Schedule
  - A. As soon as possible, book prom location DJ and photographer
  - B. 4-6 months before BC, decide theme,
  - C. C. Six-eight weeks before BC, order gifts.
  - D. Four-Six weeks prior to the dance
    - i. Design and send tickets to the print shop include teacher invitations
    - ii. Price out and order food (punch/cookies)
    - iii. Decide on and order decorations
    - iv. Fill out PO for custodian, if needed
    - v. Contact police dept about dance coverage
    - vi. Check on Lance deadlines, make sure story is in issue closest to dance
    - vii. Plan other publicity
  - E. Three weeks prior to the dance
    - i. Schedule faculty chaperones to cover decorating, DJ set up, photographer set up and dance obligations.
  - F. Two weeks prior to dance
    - i. Number tickets
    - ii. Schedule ticket sellers
      1. Let office know you will need cash box
    - iii. Confirm DJ and make sure DJ has theme song for dance
    - iv. Make sure publicity is taken care of

- G. One week before dance
  - i. Place teacher invitations in teacher mail boxes
  - ii. Remind chaperones of responsibilities
  - iii. Ascertain ticket sellers, have selling directions available
  - iv. Make sure food is ready
- H. Day of dance or day before
  - iv. Make sure a copy of the notebook of tickets sold is kept for next year's event.
  - v. Check to see how much, if any food/drink is left over and keep a record for evaluation
- H. Post event.
  - i. Write evaluation of what worked, what didn't

Time Schedule-Faculty help

- 2:00 P.M. - Set up decorations schedule (Depending on Site)
- Faculty Supervision (2) \_\_\_\_\_
- 6:00-8:30 P.M. - Assign ticket takers/Supervisors for Dance.
- Ticket Taker - Doors/Dance Area – (4 faculty)
- 7:30-9:45 P.M. – Ticket Takers (2 faculty)
- 8:30-11:00 P.M. - Cover Door/Lobby/Dance Floor (6-7 faculty)

Punch/Cookie servers (depending on site)

Police @ Dance (3 officers)

Communicate with the Activities Director times for opening the school (below)  
 Saturday Morning - 8:00 to 3:00  
 Saturday Evening - 10:00 PM to 4:30-5 AM  
 We also need to get the mats rolled up on Stage.

TERMS OF EMPLOYMENT: Salary established by the Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by \_\_\_\_\_ Date: \_\_\_\_\_  
 (Incumbent)

(This job description contains only measurable performance responsibilities.)