

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Sophomore Class Sponsor

QUALIFICATIONS:

1. Iowa Teaching Certificate

REPORTS TO: Activities Director

JOB GOAL: To provide leadership and direction for the sophomore class to plan, organize and decorate the gym for the Homecoming dance.

PERFORMANCE RESPONSIBILITIES:

1. Meet/Assist the Sophomore class officers as soon as the academic year begins or when the contract is activated
2. Assists class officers and representatives in fundraising activities such as clothing (should be ordered early in the academic year) car washes
3. Assist them with making arrangements for the Homecoming dance

PERFORMANCE RESPONSIBILITIES:

1. Time Schedule
 - A. As soon as possible, book DJ and book photographer
 - B. 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
 - C. Three weeks prior to the dance
 - i. Schedule faculty chaperones to cover decorating, DJ set up, photographer set up and dance obligations.
 - D. 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. Coordinate with Student Gov. in announcing Homecoming Court

- v. Make sure publicity is taken care of
- E. 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
- F Day of Dance or day before
 - v. Make sure a copy of the notebook of tickets sold is kept for next year's event.
 - vi. Check to see how much, if any food/drink is left over and keep a record for evaluation
- F. Post event.
 - I. Write evaluation of what worked, what didn't

Time: 8:30-11:00 P.M. - Cover Door/Lobby/Dance Floor
(6-7) _____

Punch/Cookie servers (depending on site)

Police @ Dance (3)

Communicate with the Activities Director times for opening the school (below)

Saturday Morning - 8:00 to 3:00 - Decorate
 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.)

3/17/03