

## NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Junior Class Sponsor

QUALIFICATIONS:

1. Iowa Teaching Certificate

REPORTS TO: Activities Director

JOB GOAL: To provide leadership and direction to the junior class in fundraising activities and prom.

PERFORMANCE RESPONSIBILITIES:

1. Meet/Assist the Junior class officers
2. Assist class with making arrangements in fundraising activities such as clothing (as early as possible in the academic year) and prom; site, band or DJ, organize class sponsors (below) set-up to supervise dance

PERFORMANCE RESPONSIBILITIES:

1. Time Schedule
  - A. As soon as possible, book prom location DJ and photographer
  - B. 4-6 months before prom, decide prom theme, visit site to check on photographer, setting, DJ placements and refreshments, decorations
  - C. Six-eight weeks before prom, 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

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- 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 a copy of the notebook of tickets sold is kept for next year’s event.
  - iv. 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

Make sure food is ready

2. Time Schedule

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 – (2) \_\_\_\_\_  
 (2) \_\_\_\_\_

7:30-9:45 P.M. – Ticket Taker

(2) \_\_\_\_\_

8:30-11:00 P.M. - Cover Door/Lobby/Dance Floor

(6-7) \_\_\_\_\_

Punch/Cookie servers (depending on site)

Contact Activities Director to secure police supervision: Police @ Dance (3)

Faculty Sponsors Duties:

1. Meet with Class Officers
2. Assist them with making arrangements

Time Schedule

2:00 P.M.. - Set up decorations schedule (Depending on Site)

Judith Jacobs & Sally Tobin

6:00-8:30 P.M. - Assign ticket takers/Supervisors for Dance.

Ticket Taker - Doors/DanceArea – Fletcher-Guge-Jacobs-Marshall-  
 Meador-Paar-Soenksen

7:30-9:45 P.M. – Ticket Taker

Ryan Christiansen

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8:30-11:00 P.M. - Cover Door/Lobby/Dance Floor  
Ancelot-Brandle-Brown-Dailey,Jacobs,Newmeister-VanDyke

Punch/Cookie servers (depending on site)

Police @ Dance - Officer Doty, Officer Ferrel, & Officer Carstens

DJ - the times are as follows for opening the school  
  
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.)

4/3/02