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# ST. JOSEPH

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SCHOOL DISTRICT

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**Position Title:** High School Assistant FBLA Sponsor

**Qualifications:**

**Required:** Bachelor's Degree in a Job-Related Area

**Preferred:** Appropriate Missouri State Teacher Certification

**FLSA:** Exempt

**Salary Schedule:** Extra-Duty

**Direct Report:** FBLA Sponsor and High School Activities Director

**Terms of Employment:** As per Extra-Duty Assignment Letter

**Purpose:** The High School Assistant FBLA Sponsor is performed for the purpose of preparing students for careers in business through academic competitions, leadership development and educational programs. Future Business Leaders of America (FBLA) is a career student business organization that inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.

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**Essential Job Functions:**

- Attends work in a regular, reliable and punctual manner.
- Attends a variety of supporting activities for the purpose of providing information regarding the program and/or recognizing participants accomplishments.
- Organizes and supervises a core group of students who meet regularly for the purpose of planning ideas and projects for the upcoming year.
- Participates in meetings, workshops and seminars as assigned for the purpose of gathering information required to perform functions.
- Supervises students at all sponsored related events for the purpose of ensuring proper student behavior in accordance with Board policies.
- Supports students in any project, outing or club activity for the purpose of ensure the students have everything they need for the club to function at its full potential.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

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**Employee Behavior and Conduct:**

District employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact, both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.