
ST. JOSEPH

SCHOOL DISTRICT

Position Title: High School Assistant Student Council 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: High School Activities Director

Terms of Employment: As per Extra-Duty Assignment Letter

Purpose: The High School Assistant Student Council Sponsor is performed for the purpose of providing students the opportunity to develop and build their citizenship and leadership skills through leading the student body; assisting students the opportunity to provide services to the community; and assisting the Student Council Sponsor.

Essential Job Functions:

- Attends work in a regular, reliable and punctual manner.
- Assists the Student Council Sponsor with different community events and volunteer opportunities for the purpose of building the students interactions with the community and providing a chance for the students to give back.
- Attends a variety of supporting activities for the purpose of providing information regarding the program and/or recognizing participants accomplishments.
- Brainstorms with the students about different ideas and events for the year for the purpose of taking in different ideas and bringing new events each year.
- Organizes and supervises a core group of students who meet regularly for the purpose of planning ideas and projects for the upcoming year.
- Provides students the opportunity to develop and build their citizenship and leadership skills for the purpose of building confidence and strength in skills for the students.
- Responds to questions or concerns of students or other school staff for the purpose of providing information, assistance and/or direction.
- 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 ensuring 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.