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# ST. JOSEPH

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SCHOOL DISTRICT

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**Position Title:** High School Assistant FCCLA 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 FCCLA Sponsor is performed for the purpose of assisting the FCCLA sponsor in preparing High School members of the Family, Career and Community Leaders of America (FCCLA) organization for STAR events, state conference and national competitions. Through participation in Competitive Events, becoming involved in community service opportunities, student leadership, and attending leadership conferences, members develop real world skills, explore Career Pathways, and become college- and career-ready.

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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.
- Assists in supervising 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.
- Prepares students in leadership skills, proficiency and achievement in chapter and individual projects and career preparation for the purpose of ensuring students are prepared for STAR events, regional and national competitions.
- 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.