



# NORTH ROSE - WOLCOTT CENTRAL SCHOOL DISTRICT

Academics 🐾 Commitment 🐾 Excellence

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## NOTICE OF ANTICIPATED VACANCIES North Rose-Wolcott Elementary School

June 13, 2023

The North Rose-Wolcott Central School District is seeking candidates for the following anticipated Co-Curricular position for the 2023-24 school year.

\*Membership in the North Rose-Wolcott Teachers' Association (NRWTA) is preferred.

\*Salary: pay as per NRWTA negotiated rates (unless otherwise noted as volunteer)

\*Dates for co-curricular positions: September 2023-June 2024

### **Standard club expectations:**

- Attends financial training
- Meets 7-10 times per year for regular meetings
- Must run an election to appoint a president and treasurer at a minimum (other officer positions are optional)
- Provide meeting minutes to the assistant principal
- Follow fundraising checklist if raising funds
- Submit activity description and meeting schedule to the PR Specialist to be shared publicly
- Invite PR Specialist to events or provide pictures to be shared publicly

### **AV Club Advisor**

- Manage and assist filming and producing the student led morning announcements
- Work with the technology department regarding the use of the AV technology
- Communicate with admin and staff regarding the content of the morning announcements
- Must understand and use the current schools technology and willing to learn about the programs and equipment to be used with the morning announcements
- Work directly with students to support their contribution and interest in digital communications
- Create a system to allow for daily streaming of the announcements in the building

### **STEM Club Advisor**

- Organize and select teams if participating program such as Science Fair, Odyssey of the Minds, Inventive Minds
- Set up team meeting times and places to practice
- Read rules and regulations programs and communicate to team
- Meet and discuss programs with parents
- Prepare team for problem to be solved
- Collect proper materials for team
- Attend Coaches Training Session
- Compete at regional meet and possibly State meet
- Participate in Festival of the Arts/Parent Community Fair

### **Student Council Advisor (2 Positions)**

- Supervision of students during regularly held meetings and for all after-school activities the club participates in.
- Oversee proper procedures for meetings, election of club officers, and that minutes are kept that reflect the decisions and actions of the club.
- Directly responsible to oversee the Student Treasurer of the club in the handling of any and all money.
- Ensure that the “Basic Instructions for Activity Account Advisor and Student Treasurer’s” is followed.
- Directly responsible to oversee that all paperwork is completed for field trips, travel, building use forms, and fundraisers, as required, and as appropriate to the specific club.

If interested in these positions, please send letter of interest to your principal.

**Deadline for applications: June 20, 2023 or until filled**