



# NORTH ROSE - WOLCOTT CENTRAL SCHOOL DISTRICT

Academics 🐾 Commitment 🐾 Excellence

11631 SALTER-COLVIN ROAD 🐾 WOLCOTT, NEW YORK 14590 🐾 P. 315.594.3141 🐾 F. 315.594.2352

Gary Barno  
Director of Business  
Operations and Finances

Michael L. Pullen  
Superintendent of Schools

Megan C. Paliotti  
Assistant Superintendent  
for Instruction and School Improvement

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

June 21, 2024

The North Rose-Wolcott Central School District is seeking candidates for the following anticipated Co-Curricular position for the 2024-25 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 2024-June 2025

### **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

### **Art Club Advisor** (September 2024 - June 2025; high school staff member preferred)

- Develop student leadership opportunities during meetings (recurring meeting schedule to be submitted to the assistant principal by the end of September)
- Submit fundraising requests by the end of September or within a month of advisor appointment
- Facilitate student learning of art appreciation, history, and knowledge
- Facilitate student celebrations of art in and around the high school

### **HS AV Club Advisor** (September 2024 - June 2025; high school staff member preferred)

- Develop student leadership opportunities during meetings (recurring meeting schedule to be submitted to the assistant principal by the end of September)
- Support students in the organization of sound and lighting in auditorium
- Coordinate the delivery of announcements for the building via video announcements
- Provide audio/visual support for the school musical

### **Area All-State Accompanist** (September 2024 – conclusion of event; high school staff member preferred)

- Rehearse music with selected members prior to performance
- Accompany Area All-State performers at event
- Communicate with students and parents/gain permission for students to attend

**Band - Solo Festival Advisor** (September 2024 – conclusion of event)

- Organize 2024-25 solo fest trip
- Setup and lead rehearsals for the selected musicians
- Communicate with parents about the trip/obtain permission
- Attend and supervise students on the solo fest trip
- Report the outcomes to the Principal

**Band - All-County** (September 2024 – conclusion of event)

- Organize 2024-25 all-county trip
- Setup and lead rehearsals for the selected musicians
- Communicate with parents about the trip/obtain permission
- Attend and supervise students on the all-county trip
- Report the outcomes to the Principal

**Band - Area All-State** (September 2024 – conclusion of event)

- Organize 2024-25 all-state trip
- Setup and lead rehearsals for the selected musicians
- Communicate with parents about the trip/obtain permission
- Attend and supervise students on the all-state trip
- Report the outcomes to the Principal

**Chorus - Solo Festival Advisor** (September 2024 – conclusion of event)

- Organize 2024-25 solo fest trip
- Setup and lead rehearsals for the selected musicians
- Communicate with parents about the trip/obtain permission
- Attend and supervise students on the solo fest trip
- Report the outcomes to the Principal

**Chorus - All-County** (September 2024 – conclusion of event)

- Organize 2024-25 all-county trip
- Setup and lead rehearsals for the selected musicians
- Communicate with parents about the trip/obtain permission
- Attend and supervise students on the all-county trip
- Report the outcomes to the Principal

**Chorus- Area All-State** (September 2024 – conclusion of event)

- Organize 2024-25 all-state trip
- Setup and lead rehearsals for the selected musicians
- Communicate with parents about the trip/obtain permission
- Attend and supervise students on the all-state trip
- Report the outcomes to the Principal



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## **Class Advisors - Class of 2025 (2 positions)** (September 2024 - June 2025; high school staff members preferred)

- Develop student leadership opportunities during meetings (recurring meeting schedule to be submitted to the assistant principal by the end of September)
- Lead respective grade level in organizing activities such as fundraising, class elections, Homecoming week activities, etc. This includes senior class activities such as prom, the senior trip, graduation and other senior activities
- Required attendance at an Advisor Coordination meeting

## **Class Advisors - Class of 2026 (2 positions)** (September 2024 - June 2025; high school staff member preferred)

- Develop student leadership opportunities during meetings (recurring meeting schedule to be submitted to the assistant principal by the end of September)
- Lead respective grade level in organizing activities such as fundraising, class elections, junior ball, Homecoming week activities, etc.
- Required attendance at an Advisor Coordination meeting

## **Class Advisors - Class of 2027 (2 positions)** (September 2024 - June 2025; high school staff member preferred)

- Develop student leadership opportunities during meetings (recurring meeting schedule to be submitted to the assistant principal by the end of September)
- Lead respective grade level in organizing activities such as fundraising, class elections, Homecoming week activities, etc.
- Required attendance at an Advisor Coordination meeting

## **Class Advisor - Class of 2028 (1 position)** (September 2024 - June 2025; high school staff member preferred)

- Develop student leadership opportunities during meetings (recurring meeting schedule to be submitted to the assistant principal by the end of September)
- Lead respective grade level in organizing activities such as fund raising, class elections, Homecoming week activities, etc.
- Required attendance at an Advisor Coordination meeting

## **Class Advisor - Freshman Class (1 position)** (September 2024 - June 2025; high school staff member preferred)

- Develop student leadership opportunities during meetings (recurring meeting schedule to be submitted to the assistant principal by the end of September)
- Lead respective grade level in organizing activities such as fund raising, class elections, Homecoming week activities, etc.
- Required attendance at an Advisor Coordination meeting
- Contribute to the development of a handbook on duties expected for a Freshman Class advisor.

## **Coordinator Spring Arts Festival** (September 2024 – conclusion of event; high school staff member preferred)

- Organize and produce the annual Festival of the Arts event for students, staff, and the community. This includes communicating with the faculty to secure showcases.
- Promote Festival of the Arts in and around the school community

**Cougar Cupboard Advisor (Volunteer)** (September 2024 - June 2025; high school staff member preferred)

- Develop student leadership opportunities during meetings (recurring meeting schedule to be submitted to the assistant principal by the end of September)
- Send meeting minutes to the assistant principal after each meeting
- Work with students and community members to acquire food donations
- Distribute food donations to those in the local community who are in need
- Required participation in district sponsored training for extra classroom activity

**Creative Writing Club Advisor (Volunteer)** (September 2024 - June 2025; high school staff member preferred)

- Develop student leadership opportunities during meetings (recurring meeting schedule to be submitted to the assistant principal by the end of September)
- Support the development of student writing
- Help integrate writing with different forms of media and technology

**Future Business Leader of America Advisor** (September 2024 - June 2025; high school staff member preferred)

- Develop student leadership opportunities during meetings (recurring meeting schedule to be submitted to the assistant principal by the end of September)
- Prepare students to participate in FBLA competitions
- Support the development of student's in business related topics as outlined by FBLA guidelines
- Attend annual state conference

**Graduation Accompanist** (June 2025)

- Rehearse for the graduation ceremony (minimally the National Anthem and Alma Mater)
- Attend graduation ceremony and play

**GSA Club Advisor (Two Positions)** (September 2024 - June 2025; high school staff member preferred)

- Develop student leadership opportunities during meetings (recurring meeting schedule to be submitted to the assistant principal)
- Send meeting minutes to the assistant principal after each meeting
- Promote inclusivity and empathy within the school community
- Facilitate awareness of differences among student population
- Provide a forum for LGBTQ+ members to connect, share experiences, and support one another
- Provide support and training for students to become allies within the LGBTQ+ community

**Interact Club** (September 2024 - June 2025; high school staff member preferred)

- Develop student leadership opportunities during meetings (recurring meeting schedule to be submitted to the assistant principal by the end of September)
- Assist students with the development and implementation of activities that benefit their local community
- Collaborate with officials from the local Rotary Club

**Master Minds Advisor** (September 2024 - June 2025 high school staff member preferred)

- Develop student leadership opportunities during meetings (recurring meeting schedule to be submitted to the assistant principal by the end of September)
- Register for local Master Mind tournaments with other schools
- Recruit students and offer authentic practice opportunities for them



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- Attend Master Mind meets to supervise and support students and also attend to identified advisor requirements at said meets

## **Musical Directors (2)** (September 2024 – conclusion of musical)

- Communicate with building administrators to ensure appropriate progression of the production and appropriate alignment with school goals and values
- Communicate with building administrators regarding the responsibilities of other musical positions (examples: costume and set positions)
- Develop program for the production
- Secure funding required to support the production through sponsors, donations and ticket sales
- Promote the musical in and around the school community
- Required participation in district sponsored training for extra classroom activity funds
- Oversee costume and set development for the production
- Oversee stage management for the production
- Schedule and conduct auditions
- Select cast members and assign roles
- Schedule and conduct rehearsals
- Teach students basic stage language and the process of developing a character
- Teach students musical numbers
- Create and teach students dances
- Obtain rights for the production
- Arts in Ed paperwork completion for the following positions: Choreographer, A/V, Pit Band Director and Paid Performers, Musical Directors, Costumer, Set Designer/Construction, Accompanist, and other costs that qualify

## **Accompanist - Musical Production**-(September 2024 – conclusion of musical)

- Duties as identified by the directors of the musical in collaboration with administration

## **Solo Fest Accompanist** (\$60/student))

## **Musical - Costume Designer/Costumer** (September 2024 – conclusion of musical)

- Duties as identified by the production directors in collaboration with administration

## **Musical - Pit Band Director** (September 2024 – conclusion of musical)

- Collaborate with the musical director in order to serve as director of the pit band for all musical performances
- Recruit a sufficient number of students to fill the pit band
- Organize and conduct rehearsals of pit band
- Ensure that students in pit band have the appropriate attire and equipment
- Obtain paid performers when necessary

**Musical - Set Construction/Designer** (September 2024 – conclusion of musical)

- Duties as identified by the production director in collaboration with administration
- Design set for musical under the direction of the production director in collaboration with administration
- Communicate needs for construction of the set with production director, set construction and administration as needed.

**National Honor Society Advisor** (September 2024 - June 2025; high school staff member preferred)

- Develop student leadership opportunities during meetings (recurring meeting schedule to be submitted to the assistant principal by the end of September)
- Ensure alignment of activities to the National Honor Society values of character, scholarship, leadership, and service
- Contribute positively to the school community
- Oversee selection of eligible candidates for the honor society in accordance with established criteria, in cooperation with guidance personnel, faculty, and building principal
- Organize and conduct the formal induction ceremony for new members, including the staging, program, speeches, musical entertainment, invitations, and refreshments

**Science Club Advisor** September 2024 - June 2025; high school staff member preferred)

- Develop recurring meeting schedule to be submitted to the assistant principal by the end of September
- Submit fundraising requests by the end of September or within a month of advisor appointment
- Facilitate student learning of science
- Facilitate student celebrations of science in and around the high school
- Promote and organize science competitions as appropriate (e.g., OM, Envirothon, Science Olympiad, Science Fair)
- Assist students with developing and implementing activities based in applications of the sciences. When possible, products should be shared with the school community

**Ski Club Advisor** (September 2024 - June 2025; high school staff member preferred)

- Develop student leadership opportunities during meetings (recurring meeting schedule to be submitted to the assistant principal by the end of September)
- Commit to working with students in sharing enthusiasm of skiing or snowboarding
- Organize and attend skiing field trips for club members
- Ensure adequate number of chaperones attend and supervise each field trip

**Speak Out Advisor** (September 2024 - June 2025; high school staff member preferred)

- Develop student leadership opportunities during meetings (recurring meeting schedule to be submitted to the assistant principal by the end of September)
- Assist students with developing and implementing activities in and around the school community that support respect, inclusivity, tolerance, and understanding

**(2) Student Council Advisors** (September 2024 - June 2025; high school staff member preferred)

- Develop student leadership opportunities that contribute to the positive climate and culture of the school (practices and culture) and are consistent with school values of respect, understanding, and learning. This duty extends to group meetings (recurring meeting schedule to be submitted to the assistant principal by the end of September)



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- Serve as liaison between students, staff, and administration; facilitate open communication between all groups

## **Varsity Club Advisor** (September 2024 - June 2025; high school staff member preferred)

- Develop student leadership opportunities during meetings (recurring meeting schedule to be submitted to the assistant principal by the end of September)
- Coordinate concessions at athletic contests in collaboration with the athletic director
- Attend athletic awards night ceremonies and assist the athletic director in the planning/preparation of the event
- Promote athletic events and achievements in and around the school community
- Plan and coordinate Homecoming week activities
- Commit to working with students in sharing enthusiasm for athletics

## **Yearbook Advisor - Business** (September 2024 - June 2025; high school staff member preferred)

- Develop student leadership opportunities during meetings (recurring meeting schedule to be submitted to the assistant principal by the end of September)
- Encourage and advise students on the organization of student-led initiatives that support the development of and funding for the yearbook
- Communicate with administration about the progress of the yearbook as it is developed

## **Deadline for applications: June 28, 2024 or until filled**

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