



# 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  
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## NOTICE OF ANTICIPATED VACANCIES Leavenworth Middle 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; middle 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 middle school

### **Bus Loaders (2 positions)**

- Be present at assigned area each day 15 minutes before contractual start time
- Identify a person or people who may cover for you in your absence
- Take an active role in the safety of all students and staff.
- Report any safety concerns to the Principal or Assistant Principal.
- Demonstrate active supervision when on post.
- Collaborate with parents, the community, and bus drivers.
- For late buses, stay after to supervise students for 15 minutes after contractual time,, after which contact the Assistant Principal or Principal who will take over supervision.

**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

**MS AV Club Advisor** (September 2024 - June 2025; middle 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 A/V support for the school musical

**National Junior Honor Society Advisor** (September 2024 - June 2025; middle 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 Junior 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 dinner
- Assist and support students in tracking and meeting hours for community service.

**Solo Festival Advisors (2 positions)**

- Organize 24-25 solo fest trip
- Communicate with parents about the trip
- Attend and supervise students on the Solo Fest trip
- Take pictures of students participating and share them with the principal so they can be added to social media
- Report the outcomes to the Principal.

**Class Advisors- Class of 2029 (1 position) (September 2024-June 2025; MS 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, Homecoming week activities, etc. This includes 8th grade class activities such as 8th grade dinner, 8th grade dance, 8th grade talent show, and other 8th grade activities



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## **Class Advisors- Class of 2030 (1 position) (September 2024-June 2025; MS 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, Homecoming week activities, etc. This includes 7th grade class activities.

## **Student Council Advisors (2)**

- Conduct yearly elections for student council representatives.
- Supervise the coordination of school-wide spirit weeks or other activities that support student ownership, pride, and engagement.
- Encourage and advise students on the organization of student-lead initiatives.
- Coordinate the 8<sup>th</sup> grade dinner and dance activities. \*unless planned by 8th grade class advisor
- Coordinate student council updates at each faculty meeting, provided by student council members.
- Serve as liaison between student council, staff, and administration.

## **MS Yearbook Advisors (2 positions) MS staff member preferred**

- Through Yearbook Club, develop student leadership during monthly meetings.
- Support students in the organization of the Yearbook.
- Encourage and advise students on the organization of student-lead initiatives that support the development of the yearbook. (student photographers)
- Be a positive role model for students.
- Communicate high expectations for student achievement and participation in learning
- Uphold school values and expectations.

## **Musical Directors (2 positions) (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
- 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

**Musical - Costume Designer/Costumer** (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.

**Accompanist - Musical Production**—(\$60/student))

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

**Solo fest Accompanist** (\$60/student)

**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 - 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

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

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