

**Hernando County School Board  
Florida**

<b>CLASS SPONSOR/CHAIRPERSON</b>
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**Required Qualifications:**

- Possess a valid Florida Educator's Certificate

**Desired Qualifications:**

- Ability to prioritize and work within time constraints
- Ability to communicate and solidify a strong sense of school pride & spirit
- Ability to communicate effectively both orally and through written correspondence and reports
- Ability and willingness to spend reasonable time before/after school hours
- Prior supervisory/youth leadership experience

**Performance Responsibilities:**

- Be responsible for planning, organizing, facilitating and supervising class meetings
- Keep official minutes and correspondence
- Plan, organize, oversee and attend all aspects of class functions, including selected school wide and class projects
- Plan and supervise all fundraising and financial activities
- Complete all necessary paperwork in a timely manner
- Supervise and organize all election of officers
- Provide opportunities for leadership and fellowship development
- Be responsible for all program/class equipment, materials and accounts
- Encourage student participation in organization, including recruiting
- Chaperone students before, during and after school hours
- Encourage parent and community involvement
- Help facilitate the transition of the class from year to year
- Perform other duties as assigned by the principal and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the principal and/or designee

**Terms of Employment:**

Supplemental Position

**Salary:**

Paid in accordance with the Differentiated Pay for Additional Duty/Supplemental Schedule in the Hernando Classroom Teachers' Association (HCTA) Contract

Board Approved: 01/11/11

Revised: 05/17/11