

**Hernando County School Board
Florida**

CLASS SPONSOR/CHAIRPERSON

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 County Teachers' Association (HCTA) Contract

Board Approved: 01/11/11

Revised: 05/17/11