

**Hernando County School Board
Florida**

CLUB 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 and community pride and involvement
- Ability to communicate effectively both orally and through written correspondence and reports
- Ability and willingness to spend reasonable time before/after school hours
- Prior leadership experience

Performance Responsibilities:

- Be responsible for planning, organizing, facilitating and supervising club meetings
- Keep official minutes and correspondence
- Plan, organize, oversee and attend all aspects of club functions, including selected school wide and club projects
- Establish a firm set of guidelines for conduct and participation in area, state and national activities
- Be familiar with and follow all club constitutions and bylaws, rules and regulations specific to state and national guidelines, if applicable to specific club
- Plan and supervise all fundraising activities and accounts
- Complete and submit all necessary paperwork in a timely manner
- Supervise and organize all elections of officers
- Provide opportunities for leadership development
- Be responsible for all program/club equipment and materials
- 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 club 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

*This description covers, but is not limited to, the following, BETA, DCT, DECA, FBLA, FFA, FHA, HERO, High Q, National Honor Society and Student Council.

Board Approved: 01/11/11

Revised: 05/17/11