



EDUCATION . . .
Road To Success

**HANCOCK PLACE
SCHOOL DISTRICT**

SECTION: 400 Extra-Duty Assignments
TITLE: 016 Honor Society Sponsor -- HS

TITLE:	Honor Society Sponsor - High School
QUALIFICATIONS	* Valid teaching certificate in the State of Missouri * Highly organized with effective written and verbal communication skills
REPORTS TO / EVALUATED BY:	Building Principal, Assistant Superintendent, and/or Superintendent
TERM OF POSITION:	The first day through the last day of the annual school year as set forth in the district's approved School Calendar.
SALARY:	Extra-duty stipend as set by the district's approved Extra-Duty Salary Schedule
JOB GOAL:	To provide the opportunity whereby each student can develop and build their citizenship and leadership skills, their sense of personal worth and competence, their academic knowledge, and provide services to the community.
RESPONSIBILITIES:	* Have knowledge in and follow the guidelines, rules, regulations, policies, and procedures of the National Honor Society Organization and the Hancock Place School District. * The sponsor will work closely with the building administrators in selecting the candidates for membership in the local honor society chapter. * The sponsor will work closely with the building administrators when consideration is given in removing a member from the organization. * Ensure that the student members understand the expectations of the organization, represent academic excellence within the school, and serve as good role models for the student body. * Continually monitor the grades and attendance of the student members to ensure that each of them meet the standards of the National Honor Society and the local chapter. * Exercise proper care and handling of district equipment. * Provide for the safety of facilities and the safety of the students while conducting all meetings. * Organize, sponsor, supervise, and conduct a minimum of five (5) membership meetings during the duration of the activity, unless excused by a building administrator. * Supervise meetings with the officers of the organization to establish an agenda for each membership meeting. * Organize, sponsor, supervise, and conduct a meeting with the officers of the organization to establish a calendar of events for the school year, and finalize said calendar of events with the building administrators. * Organize, sponsor, and supervise the annual Induction Ceremony in the spring semester of the school year. * Organize, supervise, and conduct fund-raising activities as required to support the activity, and maintain accurate financial records of same. * Assist the building administrator in ordering all supplies and equipment necessary to support the activity. * Provide a yearly inventory of supplies and equipment to a building administrator. * Inform and make recommendations concerning the activity to a building administrator.



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* Complete all necessary paperwork in a timely manner as requested by the building administrator or the district's Board of Education.

* Perform all other duties as dictated by law and/or assigned by the Building Principal, Assistant Superintendent, or Superintendent.

Hancock Place School District
Date Approved: December 14, 2005