



EDUCATION . . .  
*Road To Success*

**HANCOCK PLACE  
SCHOOL DISTRICT**

**SECTION: 400    Extra-Duty Assignments**  
**TITLE:     018    Student Council Sponsor**

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<b>TITLE:</b>	Student Council Sponsor (Elementary, Middle School, High School)
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>* Valid teaching certificate in the State of Missouri</li><li>* Highly organized with effective written and verbal communication skills</li></ul>
<b>REPORTS TO / EVALUATED BY:</b>	Building Principal, Assistant Superintendent, and/or Superintendent
<b>TERM OF POSITION:</b>	The first day through the last day of the annual school year as set forth in the district's approved School Calendar.
<b>SALARY:</b>	Extra-duty stipend as set by the district's approved Extra-Duty Salary Schedule
<b>JOB GOAL:</b>	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.
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>* Have knowledge in and follow the guidelines, rules, regulations, policies, and procedures of the Hancock Place School District for participation in co-curricular and extra-curricular activities.</li><li>* 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.</li><li>* Ensure that a channel of continuous communication exists between the student body and the faculty and administration.</li><li>* Organize, supervise, and conduct all student elections.</li><li>* Exercise proper care and handling of district equipment.</li><li>* Provide for the safety of facilities and the safety of the students while conducting all meetings.</li><li>* Organize, sponsor, supervise, and conduct a meeting with the officers of the organization to establish a calendar of events for the school year that promote activities that impact both the school and the community, and finalize said calendar of events with the building administrators.</li><li>* Supervise all meetings with the officers of the organization.</li><li>* Attend and supervise all activities and events sponsored by the Student Council organization.</li><li>* Ensure that the officers of the organization work closely with the building administrators to publicize the dates and times all upcoming activities and events by utilizing the school newspaper, distribution of fliers and posters, and announcements in the daily bulletin.</li><li>* Organize, supervise, and conduct fund-raising activities as required to support the activity, and maintain accurate financial records of same.</li><li>* Assist the building administrator in ordering all supplies and equipment necessary to support the activity.</li><li>* Provide a yearly inventory of supplies and equipment to a building administrator.</li><li>* Inform and make recommendations concerning the activity to a building administrator.</li><li>* Complete all necessary paperwork in a timely manner as requested by the building administrator or the district's Board of Education.</li></ul>



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\* 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