



EDUCATION . . .
Road To Success

HANCOCK PLACE SCHOOL DISTRICT

SECTION: 400 Extra-Duty Assignments
TITLE: 019 Renaissance Sponsor

TITLE:	Renaissance Sponsor (Middle School, High School)
QUALIFICATIONS	<ul style="list-style-type: none">* 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 acknowledge the educational and moral achievements and outstanding contributions of students and staff members through a process of reinforcement, recognition, and reward.
RESPONSIBILITIES:	<ul style="list-style-type: none">* 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.* Ensure that the student members understand the expectations of the organization, represent academic and moral excellence within the school, and serve as good role models for the student body.* Ensure that a channel of continuous communication exists between the student body and the faculty and administration.* The Sponsor is responsible for facilitating and supervising all activities created by the student members.* Student members will recognize, celebrate, and reward accomplishments through the use of various activities (such as birthday bars, locker signs, Student of the Month award, Teacher of the Month award, "Gotcha Coins", sports nights, family fun nights, positive referral contests, writing contests, grade accomplishment assemblies, etc.).* Exercise proper care and handling of district equipment.* Provide for the safety of facilities and the safety of the students while conducting all activities.* Ensure that the student members work closely with the building administrators to publicize the various awards and accomplishments of fellow students and staff by utilizing the school newspaper, distribution of fliers and posters, and announcements in the daily bulletin.* 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.* Complete all necessary paperwork in a timely manner as requested by the building administrator or the district's Board of Education.



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

Hancock Place School District
Date Approved: December 14, 2005