



EDUCATION . . .  
*Road To Success*

**HANCOCK PLACE  
SCHOOL DISTRICT**

**SECTION: 400 Extra-Duty Assignments**  
**TITLE: 021 Creative Writing Club Sponsor**

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<b>TITLE:</b>	Creative Writing Club Sponsor (High School)
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>* Valid teaching certificate in the State of Missouri</li><li>* Highly organized and able to meet critical deadlines</li><li>* Background in Communication Arts is preferred</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 supervise the growth and development of students in co-curricular and extra-curricular activities. To instill students with the love for learning, creating, and expressing through the use of creative writing.
<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 extra-curricular activities.</li><li>* Work closely with the building administrators in selecting the appropriate number and types of creative writing projects to be completed during the school year.</li><li>* Advertise and recruit students to participate in the club.</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>* Work closely with the building administrators to display and publish completed creative writing projects by utilizing the school newspaper, distribution of fliers, and the local area newspaper.</li><li>* Organize, supervise, and conduct fund-raising activities as required to support the club, and maintain accurate financial records of same.</li><li>* Maintain accurate financial records that identify all sources of revenues and expenditures associated with supporting the club.</li><li>* Ensure that all deadlines are met so that the students are sufficiently prepared for displaying the creative writing project(s).</li><li>* Organize, sponsor, supervise, and conduct a minimum of one club meeting per week during the duration of the activity, unless excused by a building administrator.</li><li>* Ensure that the conduct and behavior of the Sponsor and students reflect the high ideals of competition, fair play, and good sportsmanship.</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><li>* Perform all other duties as dictated by law and/or assigned by the Building Principal, Assistant Superintendent, or Superintendent.</li></ul>