



EDUCATION . . .
Road To Success

**HANCOCK PLACE
SCHOOL DISTRICT**

SECTION: 400 Extra-Duty Assignments

TITLE: 022 Book Club Sponsor

TITLE:	Book Club Sponsor (Middle School, High School)
QUALIFICATIONS	<ul style="list-style-type: none">* Valid teaching certificate in the State of Missouri* Highly organized and able to meet critical deadlines* Background in Communication Arts is preferred
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 supervise the growth and development of students in co-curricular and extra-curricular activities. To instill students with the love for reading books.
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 extra-curricular activities.* Work closely with the building administrators in selecting the appropriate number and types of books to be read during the school year.* Advertise and recruit students to participate in the club.* Exercise proper care and handling of district equipment.* Provide for the safety of facilities and the safety of the students while conducting all meetings.* Work closely with the building administrators to display completed book reports.* Organize, supervise, and conduct fund-raising activities as required to support the club, and maintain accurate financial records of same.* Maintain accurate financial records that identify all sources of revenues and expenditures associated with supporting the club.* Ensure that all deadlines are met so that the students are sufficiently prepared for displaying the book reports.* 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.* Ensure that the conduct and behavior of the Sponsor and students reflect the high ideals of competition, fair play, and good sportsmanship.* 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.* Perform all other duties as dictated by law and/or assigned by the Building Principal, Assistant Superintendent, or Superintendent.