



EDUCATION . . .
Road To Success

**HANCOCK PLACE
SCHOOL DISTRICT**

SECTION: 400 Extra-Duty Assignments
TITLE: 024 Character Education Sponsor

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QUALIFICATIONS	<ul style="list-style-type: none">* Valid teaching certificate in the State of Missouri* Highly organized and able to meet critical deadlines
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 encourage the personal growth and development of each student, to foster a sense of personal worth and competence, and instill knowledge and understanding of character traits through the use of the character education curriculum.
RESPONSIBILITIES:	<ul style="list-style-type: none">* Integrate Character Education as a part of the guidance and grade-level curriculum* Serve as resource person and provide guidance and character education resources to the classroom teachers.* Attend monthly Character Education regional meetings and workshops.* Visit classrooms on a monthly basis to discuss with students the character word of the month.* Reinforce the character traits on a daily basis when working with students, parents, and other staff members.* Recite the Character Pledge each morning that school is in session.* Utilize school bulletin boards to display the character traits and the word of the month.* Utilize school bulletin boards to acknowledge students who possess and display certain character traits.* Provide a yearly inventory of supplies and equipment to a building administrator.* Inform and make recommendations concerning the character education program 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 assigned by the Building Principal, Assistant Superintendent, or Superintendent.

Hancock Place School District
Date Approved: December 14, 2005