



Student Council Sponsor – High School

FLSA Status:
Exempt

Qualifications:
Must possess a valid Missouri teaching certificate to be a head coach.

Certification and Licenses:
Missouri Teacher Certificate

Clearances:
Criminal Justice
Fingerprint/Background
Clearance

Pro/Tech Salary Schedule:
Extra Duty

Experience:

Reports to

Activities Director and Building Administrators

Terms of Employment

Appointed annually

Purpose Statement

Provide students the opportunity to develop and build their citizenship and leadership skills through leading the student body; and assisting students the opportunity to provide services to the community.

Essential Job Functions

- Attend a variety of supporting activities for the purpose of providing information regarding the program and/or recognizing participants accomplishments
- Brainstorm with the students about different ideas and events for the year for the purpose of taking in different ideas and bringing new events each year
- Establish different community events and volunteer opportunities for the purpose of building the students interactions with the community and providing a change for the students to give back
- Organize and supervise a core group of students who meet regularly for the purpose of planning ideas and projects for the upcoming year
- Participate in meetings, workshops and seminars as assigned for the purpose of gathering information required to perform functions
- Provide students the opportunity to develop and build their citizenship and leadership skills for the purpose of building confidence and strength in skills for the students
- Respond to questions or concerns of students, parents or other school staff for the purpose of providing information, assistance and/or direction
- Supervise students at all sponsored related events for the purpose of ensuring proper student behavior
- Support students in any project, outing or club activity for the purpose of ensuring students have everything they need for the club to function at is full potential
- Ability to work to implement the vision, mission, and values of the district

Other Job Functions

- Maintains strict confidentiality.
- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies.
- All other duties as required or assigned.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: organization; communication skills.

KNOWLEDGE is required to perform basic math, understand written procedures, compose routine documents, speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies and regulations; and relevant professional standards and practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes, and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals and/or groups; work with data of varied types and/or purposes, and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem-solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based on competencies required to satisfactorily perform the functions of the job include: working extended hours that may include weekends or evenings; providing leadership, direction and team building; and travelling to off campus meetings.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally, the job requires 35% sitting, 30% walking, and 35% standing.

Conditions and Environment

The job may be performed under some temperature extremes and under conditions with exposure to the risk of injury and/or illness.