

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE:	Junior Class Sponsors
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EXEMPT:	Yes
SALARY LEVEL:	Per Master Contract
LOCATION:	Plymouth Community High School
REPORTS TO:	Principal
LENGTH OF WORK:	

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

- I. **Magazine Sale (Fall)**
 - A. The sponsor who supervises the magazine sales starts the program in the spring of the previous year by meeting with the officers and sales representative to plan the program.
 - B. For the three weeks during which the sale is conducted, the sponsor must be at school half an hour early every day and must stay one hour after school to help the officers balance the money.
 - C. The sponsor must also order prizes and distribute them. Throughout the year, the sponsor must field calls from patrons who ordered magazines but didn't receive them or else got the wrong magazine.

- II. **Prom**
 - A. Basically, tow sponsors are responsible for the early planning stages of the prom. At the beginning of the second semester, one of the sponsors contacts the band, weekly meetings with the committees begin and a theme is chosen.
 - B. One sponsor coordinates decorations and the other invitations, responses, favors, king and queen voting, and sophomore workers.
 - C. About one month before the prom, a third sponsor coordinates the refreshment committee.
 - D. Two weeks before the prom, all four sponsors attend nightly decoration workshops in the upper deck of the gym. Normally, these sessions last 2 to 3 hours except for the final night, which runs from after school until 11:00 PM.
 - E. All four sponsors attend the prom (this includes coming early for ban, refreshments, and workers). Sponsors remain after prom to supervise sophomores in clean up. Normally this task is completed around 2:00 AM.
 - F. Next year's prom scheduled on Corporation calendar.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Certified teacher and employment with the Plymouth Community School Corporation if required by the IHSAA; or related experience and/or training.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license - operator permit

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of athletes, school officials, parents, and the press.

MATHEMATICAL SKILL:

Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, rations, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the machines, tools, equipment, and work aids which may be representative of those commonly associated with this type of work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

The working environment is mainly indoors other than routine errands.

There are no environmental hazards indicated for this position.

TERMS OF EMPLOYMENT:

Salary as per Master Contract.

EVALUATION:

Annually.

Revised 2/6/01