

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Class Sponsor

Supervisor: Building Administrator

FLSA Status: Non-Exempt

Employee Group: Differential

Qualifications:

1. Current certified staff member
2. Current teaching responsibilities in grade level & building of desired position

Terms of Employment:

- Year-to-Year Contract
- Differential

Duties and Responsibilities:

1. Work cooperatively with other sponsors in events mutually planned for students.
2. Supervise all meetings, no fewer than five per year.
3. Organize and monitor class elections.
4. Schedule class events in accordance with school policies.
5. Secure sufficient adults to supervise class activities.
6. Perform duties assigned to specific class levels (i.e. homecoming, prom [Jrs], class legacy [Srs], tee shirt fundraiser, etc.).
7. Monitor student eligibility.
8. Keep current with best practices and requirements as they relate to your job assignment.
9. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.
10. Represent the Harlem Consolidated School District in a professional manner.
11. Utilize an appropriate range of strategies and resources encompassing all forms of diversity while promoting equity and inclusion.