



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

POSITION DESCRIPTION

POSITION: Freshman and Sophomore Class Sponsor

JOB SUMMARY:

The Class Sponsor for the Freshman and Sophomore Class is the representative of the Principal for class activities and the school's resource person in the area of class activities and events as it relates to freshmen and sophomore students. The Class Sponsor attempts to foster a program of activities and service for students in conjunction with school administration and with students through the respective class council. The Class Sponsor shall enforce and adhere to the policies, rules, and guidelines of the Board of Education and the school. The Class Sponsor needs to cooperate with school administrators and to inform the principal on issues about the class that affect the school and the class.

REPORTS TO: School Principal

QUALIFICATIONS AND EXPERIENCE:

1. Excellent oral and written communication skills
2. Demonstrated management, leadership and human relations skills
3. Ability to exercise good judgment in making decisions
4. Proven ability to carry an assignment to its completion
5. Demonstrated success in accomplishing tasks akin to the duties and responsibilities listed below
6. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable

DUTIES AND RESPONSIBILITIES:

1. Work cooperatively with principal in planning events for students as designated by the principal.
2. Assist in other school activities for students as designated by the principal.
3. Hold monthly class council meetings as well as other meetings necessitated by class activities.
4. Monitor the election process for class officers and class council members.
5. Oversee and work cooperatively with other sponsors in events mutually planned for students.
6. Be responsible for recording accurately all monies collected for events and for promptly turning monies and records of monies to the principal's designee.
7. Develop sound financial plans to support student and service activities.
8. Schedule class events in accordance with school policies.
9. Secure sufficient staff to chaperone and to supervise class activities and events.
10. Assign principal or designee with class assemblies.
11. Distribute as requested information related to traditional class roles such as class rings.
12. Perform other duties as may be assigned by principal.

OTHER DUTIES:

Performs related work as required or assigned by the Principal and/or Athletic Director

PHYSICAL DEMANDS:

Position requires significant periods of standing and walking, and is performed in a typical school environment

UNUSUAL DEMANDS: None

TERMS OF EMPLOYMENT:

Salary commensurate with qualifications and experience applied to the current year Extra Pay for Extra Duty Longevity Pay Schedule.

FLSA STATUS: Exempt

EVALUATION:

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

APPLICATION PROCEDURE:

Coach/Club/Advisor application should be submitted to the Principal where the vacancy exists.

References must be directly related to work experience and must include current immediate supervisor.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
410-535-1700

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.

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Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Ms. Laveeta Hutchins
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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