TITLE: **Senior Class Sponsor**

QUALIFICATIONS:

1. Has a valid Kentucky teaching certificate; or
2. Holds a valid Emergency Certificate for Substitute Teaching under the qualifications outlined in 16 KAR 2:120 Sec. 2 (7)(b); or
3. ~~Holds a Bachelor’s degree or higher with 2.5 grade point average; or~~
4. ~~Have a minimum of 64 semester hours with 2.5 grade point average and be 21 years of age; or~~
5. ~~Have a high school diploma (or its equivalent), be age 25 or over and completed 18 hour Emergency Non-certified Personnel Program; or~~
6. Is employed as a Para Educator, with Boone County Schools, and qualifies under compliance with KRS 161.180(2)
7. Have current certification of C.P.R. course including Adult and child certifications, the use of an Automatic External Defibrillator and the requisite First Aid Training, conducted by an instructor or program approved by a college or university, the American Red Cross, American Heart Association or other bone fide accrediting agency
8. Has the ability to work well with all students
9. Has the ability to communicate effectively with students, faculty, parents, ~~media~~ and the community

REPORTS TO: Principal

JOB GOAL: Organize and coordinate all senior class activities.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate the election of class officers
2. Sponsor and schedule Senior Board Meetings
3. Coordinate homecoming events
4. Assist in planning and coordinating the senior dinner dance
5. Coordinate all graduation activities, including awards night, baccalaureate, and graduation
6. Facilitate printing of all programs for senior activities
7. Monitor approved fund-raising activities
8. Have all students under supervision of certified personnel at all times at approved after school programs
9. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

* Stipend
* Board approved 9-12-02