

## MARION COUNTY JOB DESCRIPTION

Position Title: Beta Club Sponsor

Department: Extracurricular Activities

Reports To: Principal

Approved By: Marion County Board of Education

Date: June 2019

**SUMMARY:** To motivate students, advance individual capabilities, and create leadership opportunities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Schedule an organizational meeting within the first month of school.
- Arrange club meetings.
- Maintain proper supervision of members at all meetings and events.
- Contribute to the school's climate and culture.
- Promote academic achievement, scholarship, leadership, and good citizenship.
- Incorporate character education and service learning in school environment and assist students in becoming servant leaders.
- Assist students in continuing their education after high school.
- Provide opportunities to showcase students' talents and abilities, as well as provide social interaction with others.
- Promote experiences for leadership training, goalsetting, and self-esteem building activities at the Beta Leadership Events, as well as opportunities to attend Student Leadership Summits held throughout the year.
- Promote success through the use of social media, websites, etc.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty 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 EXPERIENCES:** Teaching certificate.

**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 customers or employees of organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**TECHNOLOGY SKILLS:** Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Ability to operate a computer and related software. Ability to communicate cleanly and concisely, both orally and in writing and the ability to interact positively with school staff and community. Ability to handle a multitude of responsibilities with minimal supervision. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to read and understand the district and school acceptable use policy and stay within their confines.

*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 sit, talk or hear. The employee occasionally will stand or walk. The employee is occasionally required to reach with hands and arms and will frequently repeat the same hand, arm or finger motion such as when typing. Employee will frequently interact with the public and other staff members. Specific vision abilities required by this job include close vision. The employee may occasionally lift up to 25 pounds such as boxes of paper.

*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 information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*