



NEW:  
7/22/2020

Submitted:  
7/21/2020

JOB TITLE:	SPONSOR MIDDLE AND HIGH SCHOOL BLACK STUDENT UNION
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	EXTRA SERVICE SALARY SCHEDULE
WORK YEAR:	ACADEMIC YEAR
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERA

SCOPE OF RESPONSIBILITIES
Serves as Black Student Union sponsor in middle and high school and reports to the principal.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Promotes all BSU activities in the school and community
Plans and assists in all BSU meetings, events and programs
Organizes and supervises all meetings, events and programs
Facilitates discussion with the Black Student Union about student leadership around race and racism to empower students
Assists BSU in leading Racial Equity initiatives in the community
Checks that all students meet all academic eligibility requirements
Keeps informed of all rules and regulations established for participation by JCPS
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs all other duties as assigned by the Principal or athletic director

PHYSICAL DEMANDS
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The work is primarily sedentary. The work may requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work is repetitive. The work, at times, requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push and pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS
Kentucky Teaching certificate/or JCPS Administrator
Effective organizational skills
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace