

SUPPLEMENT PERFORMANCE RESPONSIBILITIES

TITLE: Junior Class Sponsor

QUALIFICATIONS:

- Valid Florida Educator's Certificate in appropriate subject area.
- Successful teaching experience.
- Prior experience with or knowledge of junior class activities.

REPORTS TO: Activities Director and/or Principal

SUPERVISES: All Junior Class Activities

JOB GOAL: Provide leadership for and coordinate those activities related to the junior class.

PERFORMANCE RESPONSIBILITIES:

- Conduct class meetings as necessary.
- Facilitate communication between class leadership and administration.
- Attend appropriate meetings and functions as directed by the administration.
- Provide supervision for those activities involving juniors.
- Serve as liaison between administration, activities director, junior teachers, school bookkeeper, junior leadership, junior parents and the junior class.
- Communicate class goals to appropriate school officials.
- Manage class budget.
- Work closely with the school bookkeeper in all fund-raising and expenditure of funds in accordance with established school and county procedures.
- Promote esprit de corps with the class.
- Perform other appropriate duties as directed.

TERMS OF EMPLOYMENT: Annual Appointment by Principal

EVALUATION: Department Chair and Principal

Approved by: _____ Date: _____
(Principal)

Reviewed and agreed to by: _____ Date: _____
(PRINT – Employee's Name)

Reviewed and agreed to by: _____ Emp. ID #: _____
(Employee's Signature)

**IRS REGULATIONS REQUIRE A WITHHOLDING RATE OF 28%
ON ALL SUPPLEMENTAL PAY AS OF JANUARY 1, 1994.**

Form Number: PER 213.001
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