

SUPPLEMENT PERFORMANCE RESPONSIBILITIES

TITLE: Club Sponsor (_____)
Name of Club

QUALIFICATIONS:

- Valid Florida Educator's Certificate in appropriate subject area.
- Current or previous experience in the subject area represented by club activities.

REPORTS TO: Principal or Principal's Designee

SUPERVISES: Club members (students) in all club related activities

JOB GOAL: To provide leadership and support for students' extra-curricular activities in specific academic areas.

PERFORMANCE RESPONSIBILITIES:

- Provide adult leadership and supervision for all club-sponsored activities.
- Provide structure for the promotion of club competition at the district, state or national level.
- Assist in the training of officers.
- Monitor (when appropriate) the handling of club monies.

TERMS OF EMPLOYMENT: Annual Appointment by Principal

EVALUATION: The principal or principal's designee will evaluate the club sponsor on criteria reflecting the goals of each individual club. These will be determined at the beginning of the school year or at the time when assignments of club sponsors are made.

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.**