

USD 289 JOB DESCRIPTIONS

POSITION: Head Baseball Coach

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Late February-Late May

APPROXIMATE HOURS: 240

SALARY: 14% of base salary

DESCRIPTION:

1. The coach/sponsor oversees safe and orderly activity environments.
 - Creates a safe and orderly environment that facilitates positive behavior and learning for all students
 - Takes appropriate action when students exhibit emotionally/physically distressed behaviors
 - Supervises students as assigned. Coach/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office.
2. The coach/sponsor ensures improved performance for all participants
 - Monitors the progress of individual students and student groups through the use of appropriate evaluation techniques and with the assistance of technology when appropriate
3. The coach/sponsor builds positive school/community relations
 - Supports the mission of the school and district
 - Facilitates cooperation between all persons in the school community
4. The coach/sponsor leads students in developing constructive peer and coach/sponsor relations
 - Assists students to develop appropriate communications skills

- Assists students in development of thinking skills appropriate to the activity
- Follows all district policies, handbooks, and regulations

5. The coach/sponsor oversees effective and efficient individual and group performance

- Sets high expectations for all students based on their individual needs
- Uses a variety of materials, activities and approaches appropriate to the needs of individual students

6. The coach/sponsor practices responsible fiscal, facility, and resource management

- Procures supplies and equipment following building budget guidelines
- Established behavior guidelines that ensure the care and maintenance of district facilities and equipment

7. The coach/sponsor models positive professional attributes

- Participates in appropriate professional activities to enhance knowledge and skills
- Handles public/press relations in a timely, legal and effective manner
- Maintains hours sufficient to meet job expectations

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: Head Basketball Coach

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Mid November-Early March

APPROXIMATE HOURS: 425

SALARY: 15% of base salary

DESCRIPTION:

1. The coach/sponsor oversees safe and orderly activity environments.
 - Creates a safe and orderly environment that facilitates positive behavior and learning for all students
 - Takes appropriate action when students exhibit emotionally/physically distressed behaviors
 - Supervises students as assigned. Coach/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office.
2. The coach/sponsor ensures improved performance for all participants
 - Monitors the progress of individual students and student groups through the use of appropriate evaluation techniques and with the assistance of technology when appropriate
3. The coach/sponsor builds positive school/community relations
 - Supports the mission of the school and district
 - Facilitates cooperation between all persons in the school community
4. The coach/sponsor leads students in developing constructive peer and coach/sponsor relations
 - Assists students to develop appropriate communications skills
 - Assists students in development of thinking skills appropriate to the activity
 - Follows all district policies, handbooks, and regulations
5. The coach/sponsor oversees effective and efficient individual and group performance
 - Sets high expectations for all students based on their individual needs
 - Uses a variety of materials, activities and approaches appropriate to the needs of individual students

6. The coach/sponsor practices responsible fiscal, facility, and resource management

- Procures supplies and equipment following building budget guidelines
- Established behavior guidelines that ensure the care and maintenance of district facilities and equipment

7. The coach/sponsor models positive professional attributes

- Participates in appropriate professional activities to enhance knowledge and skills
- Handles public/press relations in a timely, legal and effective manner
- Maintains hours sufficient to meet job expectations

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: Cheerleader Sponsor

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Football in the Fall, Basketball in the Winter.
Sponsor is expected to oversee cheerleader tryouts each Spring.

APPROXIMATE HOURS: 300

SALARY: 12% of base salary

DESCRIPTION:

1. The coach/sponsor oversees safe and orderly activity environments.
 - Creates a safe and orderly environment that facilitates positive behavior and learning for all students
 - Takes appropriate action when students exhibit emotionally/physically distressed behaviors

- Supervises students as assigned. Coach/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office.
2. The coach/sponsor ensures improved performance for all participants
- Monitors the progress of individual students and student groups through the use of appropriate evaluation techniques and with the assistance of technology when appropriate
3. The coach/sponsor builds positive school/community relations
- Supports the mission of the school and district
 - Facilitates cooperation between all persons in the school community
4. The coach/sponsor leads students in developing constructive peer and coach/sponsor relations
- Assists students to develop appropriate communications skills
 - Assists students in development of thinking skills appropriate to the activity
 - Follows all district policies, handbooks, and regulations
5. The coach/sponsor oversees effective and efficient individual and group performance
- Sets high expectations for all students based on their individual needs
 - Uses a variety of materials, activities and approaches appropriate to the needs of individual students
6. The coach/sponsor practices responsible fiscal, facility, and resource management
- Procures supplies and equipment following building budget guidelines
 - Established behavior guidelines that ensure the care and maintenance of district facilities and equipment
7. The coach/sponsor models positive professional attributes
- Participates in appropriate professional activities to enhance knowledge and skills

- Handles public/press relations in a timely, legal and effective manner
- Maintains hours sufficient to meet job expectations

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: Head Cross Country Coach

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Mid August-Late October

APPROXIMATE HOURS: 190

SALARY: 12% of base salary

DESCRIPTION:

1. The coach/sponsor oversees safe and orderly activity environments.
 - Creates a safe and orderly environment that facilitates positive behavior and learning for all students
 - Takes appropriate action when students exhibit emotionally/physically distressed behaviors
 - Supervises students as assigned. Coach/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office.
2. The coach/sponsor ensures improved performance for all participants
 - Monitors the progress of individual students and student groups through the use of appropriate evaluation techniques and with the assistance of technology when appropriate
3. The coach/sponsor builds positive school/community relations
 - Supports the mission of the school and district

- Facilitates cooperation between all persons in the school community
4. The coach/sponsor leads students in developing constructive peer and coach/sponsor relations
- Assists students to develop appropriate communications skills
 - Assists students in development of thinking skills appropriate to the activity
 - Follows all district policies, handbooks, and regulations
5. The coach/sponsor oversees effective and efficient individual and group performance
- Sets high expectations for all students based on their individual needs
 - Uses a variety of materials, activities and approaches appropriate to the needs of individual students
6. The coach/sponsor practices responsible fiscal, facility, and resource management
- Procures supplies and equipment following building budget guidelines
 - Established behavior guidelines that ensure the care and maintenance of district facilities and equipment
7. The coach/sponsor models positive professional attributes
- Participates in appropriate professional activities to enhance knowledge and skills
 - Handles public/press relations in a timely, legal and effective manner
 - Maintains hours sufficient to meet job expectations

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: Drill Team Sponsor

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Football in Fall, Basketball in Winter. Sponsor is expected to oversee drill tryouts each Spring.

APPROXIMATE HOURS: 200

SALARY: 8.4% of base salary

DESCRIPTION:

1. The coach/sponsor oversees safe and orderly activity environments.
 - Creates a safe and orderly environment that facilitates positive behavior and learning for all students
 - Takes appropriate action when students exhibit emotionally/physically distressed behaviors
 - Supervises students as assigned. Coach/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office.
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 - Assists students to develop appropriate communications skills
 - Assists students in development of thinking skills appropriate to the activity
 - Follows all district policies, handbooks, and regulations
5. The coach/sponsor oversees effective and efficient individual and group performance

- Sets high expectations for all students based on their individual needs
- Uses a variety of materials, activities and approaches appropriate to the needs of individual students

6. The coach/sponsor practices responsible fiscal, facility, and resource management

- Procures supplies and equipment following building budget guidelines
- Established behavior guidelines that ensure the care and maintenance of district facilities and equipment

7. The coach/sponsor models positive professional attributes

- Participates in appropriate professional activities to enhance knowledge and skills
- Handles public/press relations in a timely, legal and effective manner
- Maintains hours sufficient to meet job expectations

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: Head Football Coach

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Mid August - Late November

APPROXIMATE HOURS: 300

SALARY: 15% of base salary

DESCRIPTION:

1. The coach/sponsor oversees safe and orderly activity environments.
 - Creates a safe and orderly environment that facilitates positive behavior and learning for all students

- Takes appropriate action when students exhibit emotionally/physically distressed behaviors
 - Supervises students as assigned. Coach/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office.
2. The coach/sponsor ensures improved performance for all participants
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- Assists students to develop appropriate communications skills
 - Assists students in development of thinking skills appropriate to the activity
 - Follows all district policies, handbooks, and regulations
5. The coach/sponsor oversees effective and efficient individual and group performance
- Sets high expectations for all students based on their individual needs
 - Uses a variety of materials, activities and approaches appropriate to the needs of individual students
6. The coach/sponsor practices responsible fiscal, facility, and resource management
- Procures supplies and equipment following building budget guidelines
 - Established behavior guidelines that ensure the care and maintenance of district facilities and equipment
7. The coach/sponsor models positive professional attributes

- Participates in appropriate professional activities to enhance knowledge and skills
- Handles public/press relations in a timely, legal and effective manner
- Maintains hours sufficient to meet job expectations

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: Head Softball Coach

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Late February-Late May

APPROXIMATE HOURS: 240

SALARY: 14% of base salary

DESCRIPTION:

1. The coach/sponsor oversees safe and orderly activity environments.
 - Creates a safe and orderly environment that facilitates positive behavior and learning for all students
 - Takes appropriate action when students exhibit emotionally/physically distressed behaviors
 - Supervises students as assigned. Coach/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office.
2. The coach/sponsor ensures improved performance for all participants
 - Monitors the progress of individual students and student groups through the use of appropriate evaluation techniques and with the assistance of technology when appropriate
3. The coach/sponsor builds positive school/community relations
 - Supports the mission of the school and district

- Facilitates cooperation between all persons in the school community
4. The coach/sponsor leads students in developing constructive peer and coach/sponsor relations
- Assists students to develop appropriate communications skills
 - Assists students in development of thinking skills appropriate to the activity
 - Follows all district policies, handbooks, and regulations
5. The coach/sponsor oversees effective and efficient individual and group performance
- Sets high expectations for all students based on their individual needs
 - Uses a variety of materials, activities and approaches appropriate to the needs of individual students
6. The coach/sponsor practices responsible fiscal, facility, and resource management
- Procures supplies and equipment following building budget guidelines
 - Established behavior guidelines that ensure the care and maintenance of district facilities and equipment
7. The coach/sponsor models positive professional attributes
- Participates in appropriate professional activities to enhance knowledge and skills
 - Handles public/press relations in a timely, legal and effective manner
 - Maintains hours sufficient to meet job expectations

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: Head Track Coach

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Late February-Late May

APPROXIMATE HOURS: 255

SALARY: 14% of base salary

DESCRIPTION:

1. The coach/sponsor oversees safe and orderly activity environments.
 - Creates a safe and orderly environment that facilitates positive behavior and learning for all students
 - Takes appropriate action when students exhibit emotionally/physically distressed behaviors
 - Supervises students as assigned. Coach/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office.
2. The coach/sponsor ensures improved performance for all participants
 - Monitors the progress of individual students and student groups through the use of appropriate evaluation techniques and with the assistance of technology when appropriate
3. The coach/sponsor builds positive school/community relations
 - Supports the mission of the school and district
 - Facilitates cooperation between all persons in the school community
4. The coach/sponsor leads students in developing constructive peer and coach/sponsor relations
 - Assists students to develop appropriate communications skills
 - Assists students in development of thinking skills appropriate to the activity
 - Follows all district policies, handbooks, and regulations
5. The coach/sponsor oversees effective and efficient individual and group performance

- Sets high expectations for all students based on their individual needs
- Uses a variety of materials, activities and approaches appropriate to the needs of individual students

6. The coach/sponsor practices responsible fiscal, facility, and resource management

- Procures supplies and equipment following building budget guidelines
- Established behavior guidelines that ensure the care and maintenance of district facilities and equipment

7. The coach/sponsor models positive professional attributes

- Participates in appropriate professional activities to enhance knowledge and skills
- Handles public/press relations in a timely, legal and effective manner
- Maintains hours sufficient to meet job expectations

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: Head Volleyball Coach

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Mid August- Early November

APPROXIMATE HOURS: 200

SALARY: 13% of base salary

DESCRIPTION:

1. The coach/sponsor oversees safe and orderly activity environments.
 - Creates a safe and orderly environment that facilitates positive behavior and learning for all students

- Takes appropriate action when students exhibit emotionally/physically distressed behaviors
 - Supervises students as assigned. Coach/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office.
2. The coach/sponsor ensures improved performance for all participants
- Monitors the progress of individual students and student groups through the use of appropriate evaluation techniques and with the assistance of technology when appropriate
3. The coach/sponsor builds positive school/community relations
- Supports the mission of the school and district
 - Facilitates cooperation between all persons in the school community
4. The coach/sponsor leads students in developing constructive peer and coach/sponsor relations
- Assists students to develop appropriate communications skills
 - Assists students in development of thinking skills appropriate to the activity
 - Follows all district policies, handbooks, and regulations
5. The coach/sponsor oversees effective and efficient individual and group performance
- Sets high expectations for all students based on their individual needs
 - Uses a variety of materials, activities and approaches appropriate to the needs of individual students
6. The coach/sponsor practices responsible fiscal, facility, and resource management
- Procures supplies and equipment following building budget guidelines
 - Established behavior guidelines that ensure the care and maintenance of district facilities and equipment
7. The coach/sponsor models positive professional attributes

- Participates in appropriate professional activities to enhance knowledge and skills
- Handles public/press relations in a timely, legal and effective manner
- Maintains hours sufficient to meet job expectations

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: Head Wrestling Coach

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Mid November- Late February

APPROXIMATE HOURS: 270

SALARY: 14% of base salary

DESCRIPTION:

1. The coach/sponsor oversees safe and orderly activity environments.
 - Creates a safe and orderly environment that facilitates positive behavior and learning for all students
 - Takes appropriate action when students exhibit emotionally/physically distressed behaviors
 - Supervises students as assigned. Coach/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office.
2. The coach/sponsor ensures improved performance for all participants
 - Monitors the progress of individual students and student groups through the use of appropriate evaluation techniques and with the assistance of technology when appropriate
3. The coach/sponsor builds positive school/community relations

- Supports the mission of the school and district
- Facilitates cooperation between all persons in the school community

4. The coach/sponsor leads students in developing constructive peer and coach/sponsor relations

- Assists students to develop appropriate communications skills
- Assists students in development of thinking skills appropriate to the activity
- Follows all district policies, handbooks, and regulations

5. The coach/sponsor oversees effective and efficient individual and group performance

- Sets high expectations for all students based on their individual needs
- Uses a variety of materials, activities and approaches appropriate to the needs of individual students

6. The coach/sponsor practices responsible fiscal, facility, and resource management

- Procures supplies and equipment following building budget guidelines
- Established behavior guidelines that ensure the care and maintenance of district facilities and equipment

7. The coach/sponsor models positive professional attributes

- Participates in appropriate professional activities to enhance knowledge and skills
- Handles public/press relations in a timely, legal and effective manner
- Maintains hours sufficient to meet job expectations

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: Summer Weights High School

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Late May- Mid August. Min 3x 2 hrs a day for 10 weeks

APPROXIMATE HOURS: 80

SALARY: 6% of base salary

DESCRIPTION:

1. The coach/sponsor oversees safe and orderly activity environments.
 - Creates a safe and orderly environment that facilitates positive behavior and learning for all students
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 - Facilitates cooperation between all persons in the school community
4. The coach/sponsor leads students in developing constructive peer and coach/sponsor relations
 - Assists students to develop appropriate communications skills
 - Assists students in development of thinking skills appropriate to the activity
 - Follows all district policies, handbooks, and regulations

5. The coach/sponsor oversees effective and efficient individual and group performance

- Sets high expectations for all students based on their individual needs
- Uses a variety of materials, activities and approaches appropriate to the needs of individual students

6. The coach/sponsor practices responsible fiscal, facility, and resource management

- Procures supplies and equipment following building budget guidelines
- Established behavior guidelines that ensure the care and maintenance of district facilities and equipment

7. The coach/sponsor models positive professional attributes

- Participates in appropriate professional activities to enhance knowledge and skills
- Handles public/press relations in a timely, legal and effective manner
- Maintains hours sufficient to meet job expectations

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: Annual (Yearbook)

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Throughout school year, Early August- June or when completed.

APPROXIMATE HOURS: 85

SALARY: 7% of base salary

DESCRIPTION: The productions teacher/sponsor is responsible for supervising and organizing the high school yearbook class in USD 289. This includes equipment, communication, layout, public relations, sales, instruction, and student members. Sponsor is responsible for the completion of the yearbook each summer. Coach/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office.

POSITION: Concessions Manager

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Throughout school year for home activities

APPROXIMATE HOURS: 385

SALARY: 17% of base salary

DESCRIPTION: The concessions manager has full responsibility for the concessions at USD 289 activities. This includes equipment, communication, inventory, stocking of concessions, change box, clean-up, and managing group participants.

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: HS/MS Instrumental

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Throughout school year

APPROXIMATE HOURS: 325

SALARY: 10% of base salary

DESCRIPTION:

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 - Facilitates cooperation between all persons in the school community
4. The coach/sponsor leads students in developing constructive peer and coach/sponsor relations
 - Assists students to develop appropriate communications skills
 - Assists students in development of thinking skills appropriate to the activity
 - Follows all district policies, handbooks, and regulations
5. The coach/sponsor oversees effective and efficient individual and group performance.
 - Pep band sponsor will oversee students at home football and basketball competitions.
 - Attends Pioneer League, Regional, and State competitions.

- Sets high expectations for all students based on their individual needs
- Uses a variety of materials, activities and approaches appropriate to the needs of individual students

6. The coach/sponsor practices responsible fiscal, facility, and resource management

- Procures supplies and equipment following building budget guidelines
- Established behavior guidelines that ensure the care and maintenance of district facilities and equipment

7. The coach/sponsor models positive professional attributes

- Participates in appropriate professional activities to enhance knowledge and skills
- Handles public/press relations in a timely, legal and effective manner
- Maintains hours sufficient to meet job expectations

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: Speech/Drama Director

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: January through Early May

APPROXIMATE HOURS: 180

SALARY: 6.5% of base salary

DESCRIPTION: The sponsor has full responsibility of the program in USD 289. This includes equipment, communication, public relations, transportation, scheduling and attending competitions, fundraising, and supervising student participants. Coach/Sponsor may be needed to assist

with transportation to practice and competitions. Current driver's license must be on file in district office.

POSITION: HS Vocal Music Director

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Throughout school year

APPROXIMATE HOURS: 300

SALARY: 6% of base salary

DESCRIPTION:

1. The coach/sponsor oversees safe and orderly activity environments.
 - Creates a safe and orderly environment that facilitates positive behavior and learning for all students
 - Takes appropriate action when students exhibit emotionally/physically distressed behaviors
 - Supervises students as assigned. Coach/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office.
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- Assists students to develop appropriate communications skills
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- Follows all district policies, handbooks, and regulations

5. The coach/sponsor oversees effective and efficient individual and group performance

- Sets high expectations for all students based on their individual needs
- Uses a variety of materials, activities and approaches appropriate to the needs of individual students

6. The coach/sponsor practices responsible fiscal, facility, and resource management

- Procures supplies and equipment following building budget guidelines
- Established behavior guidelines that ensure the care and maintenance of district facilities and equipment

7. The coach/sponsor models positive professional attributes

- Participates in appropriate professional activities to enhance knowledge and skills
- Handles public/press relations in a timely, legal and effective manner
- Maintains hours sufficient to meet job expectations

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: Scholar's Bowl Sponsor

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Mid October- Early February

APPROXIMATE HOURS: 70

SALARY: 8% of base salary

DESCRIPTION:

1. The coach/sponsor oversees safe and orderly activity environments.
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6. The coach/sponsor practices responsible fiscal, facility, and resource management

- Procures supplies and equipment following building budget guidelines
- Established behavior guidelines that ensure the care and maintenance of district facilities and equipment

7. The coach/sponsor models positive professional attributes

- Participates in appropriate professional activities to enhance knowledge and skills
- Handles public/press relations in a timely, legal and effective manner
- Maintains hours sufficient to meet job expectations

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: FBLA Sponsor

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Throughout school year and summer

APPROXIMATE HOURS: 530

SALARY: 8% of base salary

DESCRIPTION:

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 - Takes appropriate action when students exhibit emotionally/physically distressed behaviors

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 - Follows all district policies, handbooks, and regulations
5. The coach/sponsor oversees effective and efficient individual and group performance
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6. The coach/sponsor practices responsible fiscal, facility, and resource management
- Procures supplies and equipment following building budget guidelines
 - Established behavior guidelines that ensure the care and maintenance of district facilities and equipment
7. The coach/sponsor models positive professional attributes
- Participates in appropriate professional activities to enhance knowledge and skills

- Handles public/press relations in a timely, legal and effective manner
- Maintains hours sufficient to meet job expectations

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: KAY Sponsor

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Throughout school year and summer

APPROXIMATE HOURS: 85

SALARY: 5% of base salary

DESCRIPTION:

1. The coach/sponsor oversees safe and orderly activity environments.
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 - Supports the mission of the school and district

- Facilitates cooperation between all persons in the school community
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- Procures supplies and equipment following building budget guidelines
 - Established behavior guidelines that ensure the care and maintenance of district facilities and equipment
7. The coach/sponsor models positive professional attributes
- Participates in appropriate professional activities to enhance knowledge and skills
 - Handles public/press relations in a timely, legal and effective manner
 - Maintains hours sufficient to meet job expectations

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: Productions Director

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Early September through Mid November

APPROXIMATE HOURS: 145

SALARY: 9% of base salary

DESCRIPTION:

1. The coach/sponsor oversees safe and orderly activity environments.
 - Creates a safe and orderly environment that facilitates positive behavior and learning for all students
 - Takes appropriate action when students exhibit emotionally/physically distressed behaviors
 - Supervises students as assigned. Coach/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office.
2. The coach/sponsor ensures improved performance for all participants
 - Monitors the progress of individual students and student groups through the use of appropriate evaluation techniques and with the assistance of technology when appropriate
3. The coach/sponsor builds positive school/community relations
 - Supports the mission of the school and district
 - Facilitates cooperation between all persons in the school community
4. The coach/sponsor leads students in developing constructive peer and coach/sponsor relations
 - Assists students to develop appropriate communications skills
 - Assists students in development of thinking skills appropriate to the activity
 - Follows all district policies, handbooks, and regulations
5. The coach/sponsor oversees effective and efficient individual and group performance

- Sets high expectations for all students based on their individual needs
- Uses a variety of materials, activities and approaches appropriate to the needs of individual students

6. The coach/sponsor practices responsible fiscal, facility, and resource management

- Procures supplies and equipment following building budget guidelines
- Established behavior guidelines that ensure the care and maintenance of district facilities and equipment

7. The coach/sponsor models positive professional attributes

- Participates in appropriate professional activities to enhance knowledge and skills
- Handles public/press relations in a timely, legal and effective manner
- Maintains hours sufficient to meet job expectations

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: National Honor Society

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Throughout school year

APPROXIMATE HOURS: 30

SALARY: 1.75% of base salary

DESCRIPTION: Sponsor has full responsibility of the program in USD 289. This includes equipment, communication, public relations, transportation, induction ceremony, and supervising student participants. Coach/Sponsor

may be needed to assist with transportation to practice and competitions.
Current driver's license must be on file in district office.

EVALUATION: Performance of the job will be evaluated yearly by the USD
289 Activities Director.

POSITION: HS Student Council

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Throughout school year

APPROXIMATE HOURS: 65

SALARY: 5% of base salary

DESCRIPTION: Sponsor has full responsibility of the program in USD 289.
This includes Homecoming activities, Winter Royalty activities, Breast
Cancer Walk, league and regional conference preparation, transportation
requests, pep assemblies, scheduling/overseeing group meetings, and
other duties as assigned. Coach/Sponsor may be needed to assist with
transportation to practice and competitions. Current driver's license must be
on file in district office.

EVALUATION: Performance of the job will be evaluated yearly by the USD
289 Activities Director.

POSITION: HS Student Mentors (5 sponsors)

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Throughout school year

APPROXIMATE HOURS: 50

SALARY: 3% of base salary

DESCRIPTION: Sponsors pair student mentors with incoming freshmen and transfer students to welcome them to WHS. Other duties include: Welcome Back Dance, Night of Need, overseeing monthly mentoring meetings, and other duties as assigned. Coach/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office.

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: Head Junior Class Sponsor

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Throughout school year

APPROXIMATE HOURS: 40

SALARY: 3.5% of base salary. Assistants 1% (3 sponsors)

DESCRIPTION: Primary duties include planning and preparation of the JR-SR prom, and any necessary fund-raising activities. In addition, sponsor will identify equipment needs, facilitate communication with stakeholders, provide transportation requests, supervise student participants, and other duties as assigned. Coach/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office.

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: Head Sophomore Class Sponsor

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Throughout school year

APPROXIMATE HOURS: 60

SALARY: 1% of base salary

DESCRIPTION: Primary duties include organizing and supervising approved fundraisers in advance of the JR-SR prom.

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: HS Math Team Sponsor

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Throughout school year

APPROXIMATE HOURS: 70

SALARY: 3% of base salary

DESCRIPTION: Primary responsibilities include organizing team members and drafting a practice schedule. Teams are expected to complete a minimum of three competitions each school year. Coach/Sponsor may be

needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office.

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: FFA Sponsor

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Throughout school year and summer

APPROXIMATE HOURS: 115

SALARY: 7% of base salary

DESCRIPTION: Sponsor will oversee group meetings, provide transportation requests in advance of competitions, and oversee all fundraisers necessary to benefit the program. Coach/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office.

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: Art Club Sponsor

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Throughout school year and summer

APPROXIMATE HOURS: 275

SALARY: 3% of base salary

DESCRIPTION: Sponsor will oversee group meetings, provide transportation requests in advance of competitions, oversee annual March of Dimes competition, provide fundraiser requests, and prepare students for the Pioneer League Art competition each April. Coach/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office.

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

WELLSVILLE MIDDLE SCHOOL JOB DESCRIPTIONS

POSITION: Head Basketball Coach

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Girls early October- early December
Boys early December- late February

APPROXIMATE HOURS: 155

SALARY: 7.5% of base salary

DESCRIPTION:

1. The coach/sponsor oversees safe and orderly activity environments.
 - Creates a safe and orderly environment that facilitates positive behavior and learning for all students
 - Takes appropriate action when students exhibit emotionally/physically distressed behaviors
 - Supervises students as assigned. Coach/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office.
2. The coach/sponsor ensures improved performance for all participants

- Monitors the progress of individual students and student groups through the use of appropriate evaluation techniques and with the assistance of technology when appropriate
3. The coach/sponsor builds positive school/community relations
 - Supports the mission of the school and district
 - Facilitates cooperation between all persons in the school community
 4. The coach/sponsor leads students in developing constructive peer and coach/sponsor relations
 - Assists students to develop appropriate communications skills
 - Assists students in development of thinking skills appropriate to the activity
 - Follows all district policies, handbooks, and regulations
 5. The coach/sponsor oversees effective and efficient individual and group performance
 - Sets high expectations for all students based on their individual needs
 - Uses a variety of materials, activities and approaches appropriate to the needs of individual students
 6. The coach/sponsor practices responsible fiscal, facility, and resource management
 - Procures supplies and equipment following building budget guidelines
 - Established behavior guidelines that ensure the care and maintenance of district facilities and equipment
 7. The coach/sponsor models positive professional attributes
 - Participates in appropriate professional activities to enhance knowledge and skills
 - Handles public/press relations in a timely, legal and effective manner
 - Maintains hours sufficient to meet job expectations

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: Cheer Sponsor

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Football in the fall, Boys Basketball in Winter

APPROXIMATE HOURS: 250

SALARY: 7.5% of base salary

DESCRIPTION: The cheer sponsor has full responsibility of the cheerleading program in USD 289. This includes scheduling practice, requisitions for uniforms, overseeing tryouts each spring, and supervision of squad. Coach/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office.

POSITION: Head Cross Country Coach

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Mid August-Late October

APPROXIMATE HOURS: 170

SALARY: 6% of base salary

DESCRIPTION:

1. The coach/sponsor oversees safe and orderly activity environments.
 - Creates a safe and orderly environment that facilitates positive behavior and learning for all students
 - Takes appropriate action when students exhibit emotionally/physically distressed behaviors

- Supervises students as assigned. Coach/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office.
2. The coach/sponsor ensures improved performance for all participants
- Monitors the progress of individual students and student groups through the use of appropriate evaluation techniques and with the assistance of technology when appropriate
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- Procures supplies and equipment following building budget guidelines
 - Established behavior guidelines that ensure the care and maintenance of district facilities and equipment
7. The coach/sponsor models positive professional attributes
- Participates in appropriate professional activities to enhance knowledge and skills

- Handles public/press relations in a timely, legal and effective manner
- Maintains hours sufficient to meet job expectations

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: Head Football Coach

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Mid August-Late October. 7 Games

APPROXIMATE HOURS:120

SALARY: 8.25% of base salary

DESCRIPTION:

1. The coach/sponsor oversees safe and orderly activity environments.
 - Creates a safe and orderly environment that facilitates positive behavior and learning for all students
 - Takes appropriate action when students exhibit emotionally/physically distressed behaviors
 - Supervises students as assigned. Coach/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office.
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3. The coach/sponsor builds positive school/community relations
 - Supports the mission of the school and district
 - Facilitates cooperation between all persons in the school community

4. The coach/sponsor leads students in developing constructive peer and coach/sponsor relations

- Assists students to develop appropriate communications skills
- Assists students in development of thinking skills appropriate to the activity
- Follows all district policies, handbooks, and regulations

5. The coach/sponsor oversees effective and efficient individual and group performance

- Sets high expectations for all students based on their individual needs
- Uses a variety of materials, activities and approaches appropriate to the needs of individual students

6. The coach/sponsor practices responsible fiscal, facility, and resource management

- Procures supplies and equipment following building budget guidelines
- Established behavior guidelines that ensure the care and maintenance of district facilities and equipment

7. The coach/sponsor models positive professional attributes

- Participates in appropriate professional activities to enhance knowledge and skills
- Handles public/press relations in a timely, legal and effective manner
- Maintains hours sufficient to meet job expectations

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: Head Track Coach

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Late February- Early May. 7 Meets

APPROXIMATE HOURS: 130

SALARY: 7.70% of base salary

DESCRIPTION:

1. The coach/sponsor oversees safe and orderly activity environments.
 - Creates a safe and orderly environment that facilitates positive behavior and learning for all students
 - Takes appropriate action when students exhibit emotionally/physically distressed behaviors
 - Supervises students as assigned. Coach/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office.
2. The coach/sponsor ensures improved performance for all participants
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 - Supports the mission of the school and district
 - Facilitates cooperation between all persons in the school community
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 - Assists students to develop appropriate communications skills
 - Assists students in development of thinking skills appropriate to the activity
 - Follows all district policies, handbooks, and regulations
5. The coach/sponsor oversees effective and efficient individual and group performance
 - Sets high expectations for all students based on their individual needs

- Uses a variety of materials, activities and approaches appropriate to the needs of individual students

6. The coach/sponsor practices responsible fiscal, facility, and resource management

- Procures supplies and equipment following building budget guidelines
- Established behavior guidelines that ensure the care and maintenance of district facilities and equipment

7. The coach/sponsor models positive professional attributes

- Participates in appropriate professional activities to enhance knowledge and skills
- Handles public/press relations in a timely, legal and effective manner
- Maintains hours sufficient to meet job expectations

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: Head Volleyball Coach

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Mid August- Early October

APPROXIMATE HOURS: 110

SALARY: 6.50% of base salary

DESCRIPTION:

1. The coach/sponsor oversees safe and orderly activity environments.
 - Creates a safe and orderly environment that facilitates positive behavior and learning for all students
 - Takes appropriate action when students exhibit emotionally/physically distressed behaviors

- Supervises students as assigned. Coach/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office.
2. The coach/sponsor ensures improved performance for all participants
- Monitors the progress of individual students and student groups through the use of appropriate evaluation techniques and with the assistance of technology when appropriate
3. The coach/sponsor builds positive school/community relations
- Supports the mission of the school and district
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- Assists students to develop appropriate communications skills
 - Assists students in development of thinking skills appropriate to the activity
 - Follows all district policies, handbooks, and regulations
5. The coach/sponsor oversees effective and efficient individual and group performance
- Sets high expectations for all students based on their individual needs
 - Uses a variety of materials, activities and approaches appropriate to the needs of individual students
6. The coach/sponsor practices responsible fiscal, facility, and resource management
- Procures supplies and equipment following building budget guidelines
 - Established behavior guidelines that ensure the care and maintenance of district facilities and equipment
7. The coach/sponsor models positive professional attributes
- Participates in appropriate professional activities to enhance knowledge and skills

- Handles public/press relations in a timely, legal and effective manner
- Maintains hours sufficient to meet job expectations

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: Head Wrestling Coach

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Mid October- Mid November

APPROXIMATE HOURS: 65

SALARY: 4.20% of base salary

DESCRIPTION:

1. The coach/sponsor oversees safe and orderly activity environments.
 - Creates a safe and orderly environment that facilitates positive behavior and learning for all students
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2. The coach/sponsor ensures improved performance for all participants
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3. The coach/sponsor builds positive school/community relations
 - Supports the mission of the school and district

- Facilitates cooperation between all persons in the school community

4. The coach/sponsor leads students in developing constructive peer and coach/sponsor relations

- Assists students to develop appropriate communications skills
- Assists students in development of thinking skills appropriate to the activity
- Follows all district policies, handbooks, and regulations

5. The coach/sponsor oversees effective and efficient individual and group performance

- Sets high expectations for all students based on their individual needs
- Uses a variety of materials, activities and approaches appropriate to the needs of individual students

6. The coach/sponsor practices responsible fiscal, facility, and resource management

- Procures supplies and equipment following building budget guidelines
- Established behavior guidelines that ensure the care and maintenance of district facilities and equipment

7. The coach/sponsor models positive professional attributes

- Participates in appropriate professional activities to enhance knowledge and skills
- Handles public/press relations in a timely, legal and effective manner
- Maintains hours sufficient to meet job expectations

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: Summer Weights Middle School

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Late May- Mid August. Min 3x 1hr a day for 10 weeks.

APPROXIMATE HOURS: 60

SALARY: 3% of base salary

DESCRIPTION:

1. The coach/sponsor oversees safe and orderly activity environments.
 - Creates a safe and orderly environment that facilitates positive behavior and learning for all students
 - Takes appropriate action when students exhibit emotionally/physically distressed behaviors
 - Supervises students as assigned. Coach/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office.
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- Procures supplies and equipment following building budget guidelines
- Established behavior guidelines that ensure the care and maintenance of district facilities and equipment

7. The coach/sponsor models positive professional attributes

- Participates in appropriate professional activities to enhance knowledge and skills
- Handles public/press relations in a timely, legal and effective manner
- Maintains hours sufficient to meet job expectations

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: MS Vocal Music

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Throughout school year

APPROXIMATE HOURS: 150

SALARY: 4% of base salary, 4.5% for MS Spring Concert

DESCRIPTION: Sponsor has full responsibility of the program in USD 289. This includes equipment, requisitions, communications, public relations,

transportation requests, performances, concerts, Pioneer League sponsored events and scheduling/overseeing group meetings. Coach/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office. EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

POSITION: MS Annual

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: Throughout school year

APPROXIMATE HOURS: 65

SALARY: 4% of base salary

DESCRIPTION: Sponsor has full responsibility of the program in USD 289. This includes equipment, communication, layout, public relations, sales, instruction, supervision and scheduling/overseeing group meetings. Coach/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office. EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.

Assistant Coaches/Sponsors Job Descriptions

DESCRIPTION: Assistant/Sponsor will assist the head coach with care of equipment, supervision of locker room and play areas, practice and game preparations, and other duties assigned by the head coach. Assistants

should be willing to attend meetings, clinics, etc. to develop skills and knowledge. Assistant/Sponsor may be needed to assist with transportation to practice and competitions. Current driver's license must be on file in district office.

Elementary Supplemental Job Descriptions

POSITION: Elementary Program Director

REPORTS TO: USD 289 Athletic Director

LENGTH OF SEASON: August through Spring Break

APPROXIMATE HOURS: 70

SALARY: 3% of base salary

DESCRIPTION: Sponsor has full responsibility of the program in USD 289. This includes equipment, communication, public relations, scheduling programs, and supervision of students.

EVALUATION: Performance of the job will be evaluated yearly by the USD 289 Activities Director.