

JOB DESCRIPTIONS

The job descriptions that have been developed for each job listed in Schedule 2 are intended to provide a basic framework for the performance of the duties of each job and are not intended to limit the teacher to the list of duties as stated. Teachers are encouraged to expand on the list of duties in order to provide for stimulating, worthwhile programs.

The enumerated duties listed for each activity do not preclude the addition of duties if the duties are added by mutual consent of the teacher and school administration.

It is understood that advisors of all activities are required to coordinate all activities with the high school principal.

Instrumental Music Director (High School)

Responsible for concerts, contests, conference commitments and performances with the pep band.

The instrumental music director (high school) will supervise the band account in the high school activity fund according to procedures prescribed by the high school principal.

Vocal Music Director (High School)

Responsible for concerts, contests and conference commitments.

The vocal music director (high school) will supervise the vocal music account in the high school activity fund according to procedures prescribed by the high school principal.

Instrumental and Vocal Music Director (Grades K-9)

Responsible for instrumental music concerts and contests when students in grades K-9 are participating.

The instrumental and vocal music director (grades K-9) will supervise the K-9 instrumental and vocal music account in the high school activity fund according to procedures prescribed by the high school principal.

Drama Coach

Responsible for selection of cast and crew members for class play; direction of class play including all rehearsals on and off stage; design of set for stage; direction of program and ticket design and direction of all backstage work such as props, lights, make-up costumes and publicity.

The drama coach will supervise the drama account in the high school activity fund according to procedures prescribed by the high school principal.

Head Forensics Coach

Responsible for coaching students for the various contests and hosting contests as appropriate. Also responsible for coordinating all forensics activities with the high school principal.

The head forensics coach will supervise the forensics account in the high school activity fund according to procedures prescribed by the high school principal.

Assistant Forensics Coach

Assist the head forensics coach.

Newspaper Advisor

Advise and supervise students in the production of a quality school paper. Seek outside professional advice when appropriate. Work together with the high school principal in proposing a plan to finance the school paper.

The newspaper advisor will supervise the newspaper account in the high school activity fund according to procedures prescribed by the high school principal.

Yearbook Advisor

Advise and supervise students in the production of a quality yearbook. Seek outside professional advice when appropriate. Work together with the high school principal in proposing a plan to finance the yearbook.

The yearbook advisor will supervise the yearbook account in the high school activity fund according to procedures prescribed by the high school principal.

Senior Class Advisor

1. Supervise class meetings
2. Supervise the ordering of caps and gowns, and announcements
3. Make necessary arrangements for diplomas
4. Supervise 12th grade activities for homecoming
5. Make necessary arrangements for graduation -- coordinate with high school principal
6. Help register students on the first day of school
7. Supervise the senior class account in the high school activity fund according to procedures prescribed by the high school principal

Junior Class Advisor

1. Supervise class meetings
2. Supervise 11th grade activities for homecoming
3. Supervise the annual magazine sale
4. Supervise prom activities
5. Arrange for the selection of Badger Boys State and Badger Girls State representatives
6. Help register students on the first day of school
7. Supervise the Junior class account in the high school activity fund according to procedures prescribed by the high school principal

Sophomore Class Advisor

1. Supervise class meetings
2. Supervise 10th grade activities for homecoming
3. Supervise the ordering of class rings
4. Help register students on the first day of school
5. Supervise the sophomore class account in the high school activity fund according to procedures prescribed by the high school principal

Freshman Class Advisor

1. Supervise class meetings
2. Supervise 9th grade activities at homecoming
3. Help register students on the first day of school
4. Supervise the freshman class account in the high school activity fund according to procedures prescribed by the high school principal

Student Council Advisor

1. Supervise council meetings
2. Supervise student council activities during homecoming
3. Supervise the student council activities relating to the student lounge
4. Assist the student council as they attempt to expand their activities and provide guidance as appropriate
5. Supervise the student council account in the high school activity fund according to procedures prescribed by the high school principal
6. Be responsible for supervising students regarding their ticket taking and door watching activities

FHA Advisor

1. Supervise all FHA activities
2. Supervise the FHA account in the high school activity fund according to procedures prescribed by the high school principal

FBLA Advisor

1. Supervise all FBLA activities
2. Supervise the FBLA account in the high school activity fund according to procedures prescribed by the high school principal

Health Careers Club Advisor

1. Supervise all Health Careers Club activities
2. Supervise the Health Careers Club account in the high school activity fund according to procedures prescribed by the high school principal

Spirit Club Advisor

1. Supervise all Spirit Club activities
2. Supervise the Spirit Club account in the high school activity fund according to procedures prescribed by the high school principal

Science Club Advisor

1. Supervise all Science Club activities
2. Supervise the Science Club account in the high school activity fund according to procedures prescribed by the high school principal

SAE Club Advisor

1. Supervise all SAE activities
2. Supervise the SAE Club account in the high school activity fund according to procedures prescribed by the high school principal

HERO Club Advisor

1. Supervise all HERO Club activities
2. Supervise the HERO Club account in the high school activity fund according to procedures prescribed by the high school principal

Vocational Club Advisor

1. Supervise all Vocational Club activities
2. Supervise the Vocational Club account in the high school activity fund according to procedures prescribed by the high school principal

Cheerleader Advisor

1. Responsible for tryouts for Varsity, Junior Varsity, Freshman and Junior High cheerleaders -- varsity and J.V. tryouts to be held in May preceding the year for being cheerleaders, and freshman and junior high tryouts to be held in the fall
2. Supervise summer practice for varsity and J.V. cheerleaders
3. Supervise weekly practice from September through March for varsity and J.V. cheerleaders
4. Supervise weekly practice from October through February for freshman and junior high cheerleaders
5. Arrange for student buses for away events
6. Supervise the cheerleader account in the high school activity fund according to procedures prescribed by the high school principal

A.V. Director

1. Supervise and facilitate ITV programming
2. Responsible for the distribution of A.V. equipment
3. Responsible for the maintenance of A.V. equipment
4. Make recommendations for the purchase of additional or replacement of A.V. equipment
5. Cooperate in the preparation of the Title IV-B ESEA application

* It is recommended that the Forensics Advisor be given one study hall if the high school schedule allows.