



NEW: Submitted:
08/28/2019 08/27/2019

JOB TITLE:	SPONSOR HIGH SCHOOL NEWSPAPER
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	EXTRA SERVICE SALARY SCHEDULE
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	3195
BARGAINING UNIT:	CERA

SCOPE OF RESPONSIBILITIES

Serves as newspaper sponsor in high school and reports to the Principal in various high school athletic programs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Promotes all sports and activities in the school and community

Plans, organizes, and prints the school newspaper

Assists in organizing and supervising all meetings

Teaches fundamental skills and rules and regulations

Teaches good sportsmanship and Character First

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

The work is primarily sedentary. The work may require 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

Minimum of 64 (sixty-four) semester hours of credit from an accredited college or university or training as required and approved by the KHSAA

Knowledge of all academic competition programs

Effective communication skills

DESIRABLE QUALIFICATIONS

Kentucky Teacher Certification

Experience in a diverse workplace