



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

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| 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 requires 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