

High School Prom Sponsor

Desired Qualifications:

Must have Iowa Teacher Certification

Reports to:

HS Principal / HS Activities Director

Supervises:

All students who are participating in prom

Position Goal:

To coordinate, recruit volunteers and organize prom

Functions of High School Prom Sponsor:

Has a thorough knowledge of all the activities policies approved by the Denison Board of Education and responsibility for its implementation by the entire staff of the activities program.

Has knowledge of existing system, state and league regulations and implements them consistently and interprets for staff.

Works with the activities director in scheduling, providing transportation and requirements for hosting prom activities.

Assists in the necessary preparation to hold or attended scheduled events or meetings and adheres to scheduled facility times. Assists in coordinating program with maintenance and school employees.

Maintains discipline, adjusts grievances and works to increase morale and cooperation.

Provide training rules and other unique regulations of the activity to each student who is considered a participant.

Monitors facilities used in the activity, authorizes who may enter, and issues or requisitions equipment.

Secures all doors, lights, windows and locks before leaving building if custodians are not on duty.

Promotes the activity with in the school through recruiting students who are not in another activities program, and promotes the activity outside the school through news media, youth programs or in any other feasible manner.

Responsible for maintaining good public relations with news media, parents, officials, volunteers and fans.

Oversees and organizes all Prom events.

Completes all necessary year end reports (Year End Summary).

Other duties as assigned.

Terms of Employment:

Salary and length of contract to be established by the board and master contract.

Evaluation:

Performance of this position will be evaluated in accordance with provisions of the board's policy on evaluation of personnel.