**Drill Team Sponsor**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Principal

**Dept/Campus:** High School

**Wage/Hour Status:** Exempt Revised**:** July 2016

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Provide instruction and coach students to develop skills and ability to excel in drill team, including basic skills and group choreography.  Contribute to education program as a whole and to growth of students involved in drill team. Provide guidance and instruction to coordinate, manage, and develop the organization.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma

Bachelor’s Degree Preferred

Must be certified in CPR, first aid and AED

**Special Knowledge/Skills:**

Knowledge of Drill Team organization and program implementation required

Ability to instruct and supervise students

Excellent organizational, communication, and interpersonal skills

Knowledge of choreography, dance techniques, and competition rules

**Experience:**

Four years experience in drill team and/or dance

Experience working in public schools preferred

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Organize and conduct try-outs
2. Order and purchase uniforms
3. Conduct practice sessions
4. Facilitate activities at games
5. Organize and assist with pep rallies
6. Coordinate summer camps, routines, choreography, dance routines
7. Implement policies and procedures fairly and effectively
8. Travel and attending school events are required
9. Monitor student grades
10. Participate in community activities
11. Communicate information to parents and the public
12. Make certain that all bylaws, financial records, projects and fund-raising activities are acceptable to the school and in accordance with regulations
13. Supervise and monitor students during and after practice, activities and performances to ensure their safety.
14. Present a positive role model that supports the mission of the school district.
15. Work with the Booster Club to ensure costs are kept reasonable for participation.

**SUPERVISORY RESPONSIBILITIES:**

None

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); ability to instruct and model desirable skills and attitudes; ability to remain productive and maintain control under stress; ability to supervise others in a non-coercive manner; maintain a clear focus on customer service

**Physical Demands:**

Work is typically performed indoors in a gymnasium and outdoors; requires stamina and endurance and physical exertion associated with demonstrating techniques; may be required to balance, crouch, crawl, bend, kneel, and stand for prolonged periods; may be exposed to high noise levels and childhood diseases; and may experience a multitude of demands and changing priorities with frequent interruptions. Many of the duties are performed outside of the normal school day (before/after school and on weekends). Frequent district wide and statewide travel

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date