

## JOB DESCRIPTION

**POSITION:     **DISTRICT ELECTRONIC MEDIA DIRECTOR****

### QUALIFICATIONS

1. Certified teacher employed in the Madison Local School District and on special assignment.
2. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
3. Ability to work effectively with staff and students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
4. Knowledge of electronic media equipment as documented by either successful experience or completion of a college or university course in electronic media.
5. Knowledge of applicable Board of Education policy and administrative rules and regulations governing school property.

### REPORTS TO

Superintendent or designee

### JOB GOALS

1. To aid staff and students in the effective utilization of electronic media materials and equipment.
2. To maintain inventory controls on electronic media equipment and materials.
3. To provide electronic media services at extra curricular events and other special events, as assigned.
4. To coordinate programming and routine maintenance for MTV-29.

### ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Supervises district electronic media equipment, supply inventory and distribution of materials.
2. Coordinates district electronic media services to meet building-level needs effectively.
3. Provides staff with electronic media materials and services.
4. Assists with use of electronic media materials and equipment during non-school hours.
5. Attends and/or supervises meetings and prepares records as requested.
6. Serves as technical advisor to the Distance Learning Program.
7. Attends meetings and coordinates activities and services of electronic media agencies (i.e. WVIZ, Lake County Educational Media Consortium, Tele-Media, etc.).
8. Coordinates media presentation/set-up for graduation and varsity sports activities, and other school and non-school related events in the high school building.
9. Performs necessary cleaning, routine maintenance and minor repairs on electronic media equipment.
10. Supervises and trains students during and after school in activities related to MTV-29.
11. Coordinates all programming to air on MTV-29.
12. Coordinates and supervises live morning show for high school building and MTV-29.
13. Coordinates and maintains Channel One Programming at high school and middle school.
14. Supervises and coordinates the AV Club at the high school.
15. Performs other related duties as assigned by the Superintendent or designee.

Adopted: 9/25/90

Revised: 4/21/92

3/15/94

2/15/05

## JOB DESCRIPTION

POSITION:                   **DRAMA CLUB ADVISOR - MADISON HIGH SCHOOL**

### QUALIFICATIONS

1.     Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2.     Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3.     Knowledge of the position as documented by either successful experience or completion of a college or university course in drama.
4.     Knowledge of applicable Board of Education policy and administrative rules and regulations governing dramatics.
5.     Knowledge of the health- and safety-related aspects of the activity.
6.     Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

### REPORTS TO

Madison High School Principal

### SUPERVISES

The entire cast and crew of all school productions.

### JOB GOAL

To provide instruction in all aspects of theater arts that allows students the opportunity to participate in theater productions each year.

### ESSENTIAL PERFORMANCE RESPONSIBILITIES

1.     Produce two performances each of two plays each school year, with musical productions to be scheduled if conditions permit.
2.     Select plays, handle contracts for their performance, and prepare scripts for production.
3.     Conduct auditions to make selections of students to perform the various roles.
4.     Schedule, conduct and attend all rehearsals.
5.     Arrange for publicity of each production.
6.     Arrange for the printing and sale of tickets.
7.     Direct all technical aspects of performances including, but not limited to: lighting, makeup, sets, sound, and necessary musical accompaniment.

Adopted: 9/25/90

## JOB DESCRIPTION

**POSITION:**                   **DRAMA CLUB ADVISOR - MADISON MIDDLE SCHOOL**

### **QUALIFICATIONS**

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the position as documented by either successful experience or completion of a college or university course in drama.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing dramatics.
5. Knowledge of the health- and safety-related aspects of the activity.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

### **REPORTS TO**

Madison Middle School Principal

### **SUPERVISES**

The entire cast and crew of all school productions.

### **JOB GOAL**

To provide instruction in all aspects of theater arts that allows students the opportunity to participate in theater productions each year.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

1. Produce at least one performance each school year.
2. Select plays, handle contracts for their performance, and prepare scripts for production.
3. Conduct auditions to make selections of students to perform the various roles.
4. Schedule, conduct and attend all rehearsals.
5. Arrange for publicity of each production.
6. Arrange for the printing and sale of tickets.
7. Direct all technical aspects of performances including, but not limited to: lighting, makeup, sets, sound, and necessary musical accompaniment.

Adopted: 10/21/97

## JOB DESCRIPTION

**POSITION:                    ELEMNTARY AFTER-SCHOOL DETENTION MONITOR**

### **QUALIFICATIONS**

1.        Certificated elementary teacher.
2.        Evidence of strong knowledge in discipline.
3.        Ability to work with at-risk and academically unsuccessful students.
4.        Demonstrated skills in accurate recordkeeping and report submissions.
5.        Recommendation of the building principal.

### **REPORTS TO**

Building Principal

### **JOB GOAL**

To improve each individual student's academic achievement, self-concept, and attitude toward school, and to decrease each individual participating student's assignment to detention programs.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

Within the approved limits of Board policy as defined by the Superintendent and the Negotiated Agreement the After-School Detention Monitors shall

1.        Provide remediation and intervention, within their subject area, to students assigned to After School detention.
2.        Assist in the attitude change purpose of After School detention.
3.        Maintain accurate and current records of those students enrolled in the intervention/remediation aspect of After School detention.
4.        Assist the district administration in the evaluation of this program at the end of the school year.

Adopted:        9/25/90

Revised:        3/15/94

## JOB DESCRIPTION

POSITION:     **HEAD TEACHER**

### QUALIFICATIONS

1.     Certificated staff member in the school of assignment who is recommended by the building Principal.
2.     Staff members who meet the certification requirements established by the Division of Teacher Education and Certification, Ohio Department of Education, for school principal or who have completed coursework in administration or who have an interest in school administration are preferred.

### REPORTS TO

Principal or Assistant Superintendent

### SUPERVISES

All school staff and students

### JOB GOAL

To assume the leadership duties for the school when the building Principal is absent from the building or is unable to perform the administrative duties as assigned.

### ESSENTIAL PERFORMANCE RESPONSIBILITIES

1.     Perform routine, daily management duties of the building Principal, including supervision of the students, staff and school building and grounds, and make necessary contact with parents and district support staff.
2.     Report daily activities at the school to the Superintendent or designee.
3.     Prepare a daily report for the building Principal on activities of the day, including a list of any phone calls or other activities which will require the immediate attention upon return of the building Principal.
4.     Perform other necessary duties, including inventory and record keeping tasks, as assigned by the building Principal or the Superintendent or designee.

Adopted:         9/25/91

## JOB DESCRIPTION

**POSITION:                    HEAD VARSITY COACH**

### **QUALIFICATIONS**

1.        Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2.        Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3.        Knowledge of the sport as documented by either successful experience or completion of a college or university course in the sport.
4.        Knowledge of applicable Board of Education policy and administrative rules and regulations governing coaching.
5.        Knowledge of the health- and safety-related aspects of the sport.
6.        Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.
7.        Current C.P.R. and sports medicine certification.

### **REPORTS TO**

Athletic Director/Principal

### **SUPERVISES**

1.        Assistant coaches-varsity
2.        Middle school coaches
3.        Student athletes

### **JOB GOAL**

1.        To develop student athletes to their maximum potential as athletes and citizens.
2.        To willingly and enthusiastically carry out general and specific responsibilities of being a head coach.
3.        To build a sense of pride in the student athletes in their school, community and sport.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

#### **GENERAL DUTIES:**

1.        The coach's performance of duties shall be conducted in a manner that would exemplify the rules of the Madison Local Board of Education.
2.        The primary responsibility of the head coach is to assure the general safety, welfare, and the development of the students under his/her supervision at all levels in the program
3.        The coach shall clearly assign all of the responsibilities and duties to the assistant coaches.
4.        The coach should be aware of liability situations that could affect the Board of Education and school administration.

## **SPECIFIC DUTIES:**

1. To prepare and distribute an annual, informative letter for all prospective athletes in the sport. It should include:
  - A. The schedule for their season
  - B. starting practice date and time
  - C. .Specific rules that pertain to that sport
2. To complete the following at the end of the season to the Athletic Director's satisfaction.
  - A. Up-date their sports record sheet.
  - B. Turn in a list of athletes and awards earned.
  - C. Turn in equipment, supplies, keys, etc., that have been issued.
  - D. Assist in the collection of team equipment.
3. To work closely with the Athletic Director and Assistant Athletic Director in purchasing and maintaining equipment and supplies for the sport.
4. To be responsible for all team discipline in all areas under their supervision.
5. To report any athletic injuries on the proper accident report form.
6. To assist the Athletic Director and Principal in the supervision, evaluation and assignment of assistant coaches.
7. To communicate with the Athletic Director about sports' schedules.
8. To meet with all of the assistant coaches to inform them of starting dates, schedules and possible scouting assignments.
9. To remain in the building until all athletes have left the grounds or assign the responsibility to an assistant coach.
10. To collect and turn in the following forms to the Athletic Director at the beginning of the season:
  - A. physical card
  - B. emergency medical form
  - C. insurance waiver
  - D. training rules
11. To keep emergency medical forms on hand at all times while coaching.
12. To communicate in person or in writing with parents and athletes during the pre-season in order to share expectations, obtain informed consent for participation and to review other concerns.
13. Attend and supervise all contests and practices.
14. Accompany and supervise team participants while being transported to athletic contests and practices.
15. To perform such other athletic related duties as assigned by the Athletic Director, Principal, or Superintendent.

Adopted: 7/24/90  
Revised: 3/16/93  
3/15/94

## JOB DESCRIPTION

POSITION: **HIGH SCHOOL CHEERLEADER ADVISOR**

### QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the sport as documented by either successful experience or completion of a college or university course in cheerleading.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing cheerleading.
5. Knowledge of the health- and safety-related aspects of cheerleading.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

### REPORTS TO

Building Principal and/or Athletic Director

### JOB GOAL

To provide students the opportunity to lead the student body, parents, and community in school spirit activities at pep rallies, sports events, and other Madison High School events.

### ESSENTIAL PERFORMANCE RESPONSIBILITIES

The cheerleading advisor is responsible for the implementation of the specific activity/program for which the supplemental contract has been issued. This includes attending all varsity, JV, and freshman football, and boys' basketball games. This also may include fund-raising, coordinating special days such as Blue and White or Spirit Day and producing student pep assemblies as approved by the Building Principal and Athletic Director. Further duties and responsibilities may be assigned as deemed necessary by the Building Principal.

### PLANNING

The cheerleading advisor is responsible for:

- a. scheduling and organizing practices as necessary.
- b. drills, exercises and activities which teach fundamentals necessary for participating safely as a cheerleader.
- c. organizing and conducting varsity, JV, and freshman cheerleader try-outs in the spring for the next year.
- d. taking care of ordering uniforms, etc., for the next year.
- e. supervision of all cheerleaders from the beginning of the scheduled practice or contest until all have left the building and grounds.



Instruction

The cheerleading advisor shall provide instruction in:

- a. sportsmanship and good conduct.
- b. fundamental skills and techniques as outlined by the Ohio High School Athletic Association rules for cheerleader performance.
- c. self-discipline and pride in performance.

Record Keeping/Maintenance

The cheerleading advisor is responsible for:

- a. issuing and collecting uniforms and related equipment at close of cheerleading season.
- b. issuing and collecting physical examination cards, training rule forms and insurance waiver forms.
- c. reporting and documenting, in writing, all serious injuries to Principal and Athletic Director.
- d. maintaining an updated file of emergency medical forms to be carried to all practices and contests.
- e. accompany and supervise cheerleaders while being transported to scheduled contests and practices.
- f. any other form or list that may be required by the Athletic Director or Building Principal as a part of the total administration of the specific program.

Adopted: 7/24/90

Revised: 10/18/90

3/15/94

## JOB DESCRIPTION

**POSITION:**                    **HIGH SCHOOL YEARBOOK ADVISOR**

### **QUALIFICATIONS**

1.        Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2.        Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3.        Knowledge of the activity as documented by either successful experience or completion of a college or university course in journalism.
4.        Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5.        Knowledge of the health- and safety-related aspects of the activity.
6.        Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

### **REPORTS TO**

Principal

### **SUPERVISES**

All student members of the Madison High School Yearbook Staff.

### **JOB GOAL**

To serve as advisor for students serving on the Madison High School Yearbook staff.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

1.        Attend and supervise all yearbook meetings and activities.
2.        Create a regular schedule of meetings that will insure all publication deadlines are met.
3.        Supervise the election of yearbook staff officers.
4.        Create the criteria and coordinate the selection process for adding new members to the yearbook staff.
5.        Submit a list of all fund-raising activities to the building principal for approval.
6.        Submit a copy of the yearbook to the Superintendent.

Adopted:                    7/24/90

## JOB DESCRIPTION

POSITION:                   **HIGH SCHOOL YEARBOOK ADVISOR**

### QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the activity as documented by either successful experience or completion of a college or university course in journalism.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of the activity.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

### REPORTS TO

Principal

### SUPERVISES

All student members of the Madison High School Yearbook Staff.

### JOB GOAL

To serve as advisor for students serving on the Madison High School Yearbook staff.

### ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Attend and supervise all yearbook meetings and activities.
2. Create a regular schedule of meetings that will insure all publication deadlines are met.
3. Supervise the election of yearbook staff officers.
4. Create the criteria and coordinate the selection process for adding new members to the yearbook staff.
5. Submit a list of all fund-raising activities to the building principal for approval.
6. Submit a copy of the yearbook to the Superintendent.

Adopted:           7/24/90

## JOB DESCRIPTION

**POSITION:     **FRESHMAN CLASS ADVISOR****

### **QUALIFICATIONS**

1.     Good moral character as evidenced by the absence of any criminal convictions or unethical conduct, or rehabilitation to the satisfaction of the Board of Education.
2.     Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3.     Knowledge of the position as documented by either successful experience or completion of a college or university course in supervision of students.
4.     Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5.     Knowledge of the health- and safety-related aspects of class-sponsored activities.
6.     Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

### **REPORTS TO**

High School Principal

### **SUPERVISES**

All members of the Freshman Class involved in fund-raisers and class-sponsored activities.

### **JOB GOAL**

To organize the Freshman Class effectively and to begin fund-raising activities to pay for the prom in the students' junior year of high school.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

1.     Attend and supervise all Freshman Class activities.
2.     Supervise and gain approval for all fund-raisers and other activities sponsored by the Freshman Class.
3.     File proper forms and keep accurate records of all monies received from fund-raisers and other activities.
4.     Keep the principal current and informed about Freshman Class activities.
5.     Meet all other requirements which are related to and necessary for the proper functioning of the Freshman Class.

Adopted:           1/8/98

## JOB DESCRIPTION

**POSITION:**                   **INSTRUMENTAL MUSIC DIRECTOR**

### **QUALIFICATIONS**

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the activity as documented by either successful experience or completion of a college or university course in student supervision.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of student activities.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

### **REPORTS TO**

Music Director

### **SUPERVISES**

Marching Band and Symphonic Band members

### **JOB GOAL**

To assist the Music Director with all public music performances presented by the Marching Band and Symphonic Band.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

1. Provide input to the Music Director and aid in the selection of members to the various performing bands, including marching band.
2. Assist the Music Director in coordinating the annual summer marching band camp.
3. Serve on the Music Course of Study revision/rewrite committee.
4. Accompanies and supervises Marching and Symphonic Band members while being transported to scheduled contests and practices.

Adopted:           9/25/90

Revised:           3/15/94

## JOB DESCRIPTION

**POSITION:**                    **JUNIOR CLASS ADVISOR**

### **QUALIFICATIONS**

1.        Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2.        Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3.        Knowledge of the position as documented by either successful experience or completion of a college or university course in supervision of students.
4.        Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5.        Knowledge of the health- and safety-related aspects of class-sponsored activities.
6.        Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

### **REPORTS TO**

High School Principal

### **SUPERVISES**

All members of the Junior Class involved in fund raisers and prom activities.

### **JOB GOAL**

To insure the successful implementation of the Junior-Senior Prom. To effectively organize the Junior Class Fund Raiser.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

1.        To attend and supervise all Junior Class activities.
2.        Supervise and gain approval for all fund raisers and other activities sponsored by the Junior Class.
3.        File proper forms and keep accurate records of all monies received from fund raisers and other activities.
4.        Arrange for rental of hall for Prom and contractual requirements of hiring band/disc jockey for the event.
5.        Keep the Principal current and informed concerning Junior Class activities.

Adopted:        7/24/90

## JOB DESCRIPTION

**POSITION:**                    **KEY CLUB ADVISOR**

### **QUALIFICATIONS**

1.        Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2.        Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3.        Knowledge of the activity as documented by either successful experience or completion of a college or university course in student supervision.
4.        Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5.        Knowledge of the health- and safety-related aspects of the activity.
6.        Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

### **REPORTS TO**

Building Principal

### **SUPERVISES**

All members of the Key Club at Madison High School.

### **JOB GOAL**

To instill within Key Club members a civic pride and desire to participate in community service projects.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

1.        Attend and supervise all Key Club meetings and activities.
2.        Create a regular schedule of meetings (at least bi-monthly).
3.        Supervise the election of Key Club officers.
4.        Coordinate the selection of new members and submit an eligible list of candidates to the building principal for final approval.
5.        Submit a list of activities and all fund-raising activities to the building principal for approval.
6.        Maintain appropriate records for all financial operations of the Key Club.

Adopted:                    7/24/90

## JOB DESCRIPTION

**POSITION:**                   **MAJORETTE ADVISOR**

### **QUALIFICATIONS**

1.       Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2.       Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3.       Knowledge of the activity as documented by either successful experience or completion of a college or university course in student supervision.
4.       Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5.       Knowledge of the health- and safety-related aspects of the activity.
6.       Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

### **REPORTS TO**

Principal

### **SUPERVISES**

The members of the majorette corp of the Madison Marching Blue Streak Band.

### **JOB GOAL**

To serve as advisor and choreographer for students serving as School Marching Band majorette.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

1.       Create a regular schedule for practices.
2.       Teach fundamentals necessary for participating safely as a majorette.
3.       Create the criteria and procedures for selecting majorettes.
4.       Create routines for the majorette in consultation with the Music Director.
5.       Maintain majorette pride and reinforce majorette self-discipline.
6.       Issue, collect, and inventory all majorette equipment and uniforms.
7.       Maintain an updated file of emergency medical forms to be available at all practices and performances.
8.       Submit a list of all fund-raising activities to the building principal for approval.
9.       Accompany and supervise majorettes while being transported to and from scheduled contests and practices.

Adopted:           7/24/90

Revised:           3/15/94



JOB DESCRIPTION

**POSITION:**                    **MATHEMATICS CLUB ADVISOR (K-8)**

**QUALIFICATIONS**

1.     Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2.     Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3.     Knowledge of the position as documented by either successful experience or completion of a college or university course in supervision of students.
4.     Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5.     Knowledge of the health- and safety-related aspects of class-sponsored activities.
6.     Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

**REPORTS TO**

Building Principal

**SUPERVISES**

All members of the Mathematics Club at the elementary schools and middle school.

**JOB GOAL**

To increase interest in math and to provide opportunities to improve students' mathematics skills beyond what is provided in the regular classroom.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES**

1.     Create a monthly schedule of and attend and supervise all Mathematics Club meetings and activities.
2.     Establish the criteria for and supervise the selection of new members of the Mathematics Club, and submit a list of eligible candidates to the principal for final approval.
3.     Conduct and participate in Mathematics Club activities, including but not limited to: [A] preparing students to pass the state proficiency tests and the school district's competency-based education assessments; [B] teaching students how to use calculators, computers and other instruments in solving mathematical problems; [C] introducing students to fundamental concepts of algebra, geometry and inferential and descriptive statistics; [D] increasing students' problem-solving and logical thinking skills; [E] training and preparing students for participation in tournaments; and [F] creating projects based upon mathematical principles for display in the school and community.
4.     Submit an annual report to the principal about the school's Mathematics Club activities.
5.     Submit all proposed fund-raising and other Mathematics Club activities to the principal for approval, and maintain and file required records for all financial operations of the Mathematics Club.
6.     Meet all other requirements which are related to and necessary for the proper functioning of the Mathematics Club.

Adopted:                    4/21/98

## JOB DESCRIPTION

POSITION:                   **MATHEMATICS CLUB ADVISOR (9-12)**

### QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the position as documented by either successful experience or completion of a college or university course in supervision of students.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of class-sponsored activities.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

### REPORTS TO

Madison High School Principal

### SUPERVISES

All members of the Math Club at Madison High School.

### JOB GOAL

To increase students's interest and skill in mathematics while preparing them for mathematics competition.

### ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Create a schedule of mathematics practices for contests in which students will compete and attend and supervise all Mathematics Club meetings and activities.
2. Submit to the principal for approval: [A] a list of activities and contests in which students will compete; [B] all necessary paperwork related to registration and transportation to event locations; [C] the criteria for selection of new members of the Mathematics Club and Club officers; [D] a list of eligible candidates to the principal for final approval.
3. Conduct and participate in a schedule of Mathematics Club activities, including but not limited to: [A] conducting practices for and participating in mathematics competitions (e.g., A.H.S.M.E., AIME, OCTM competitions); [B] hosting a Madison mathematics competition; [C] developing a plan for improving students' mathematics skills by previewing competition-type mathematics problems with them and reviewing contests papers which are returned to them; and [D] training judges to help with tournaments.

4. Submit an annual report to the principal about the school's Mathematics Club activities.
5. Submit all proposed fund-raising and other Mathematics Club activities to the principal for approval, and maintain and file required records for all financial operations of the Mathematics Club.
6. Meet all other requirements which are related to and necessary for the proper functioning of the Mathematics Club.
7. Meet all other requirements which are related to and necessary for the proper functioning of the Math Competition Team.

Adopted: 4/21/98

## JOB DESCRIPTION

POSITION:                   **MIDDLE SCHOOL CHEERLEADER ADVISOR**

### QUALIFICATIONS

1.       Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2.       Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3.       Knowledge of the sport as documented by either successful experience or completion of a college or university course in cheerleading.
4.       Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5.       Knowledge of the health- and safety-related aspects of cheerleading.
6.       Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

### REPORTS TO

Building Principal and/or Athletic Director

### SUPERVISES

All members of the 7th and 8th grade cheerleading squad(s).

### JOB GOAL

To provide middle school students the opportunity to lead the student body, parents, and community in school spirit activities at pep rallies, middle school sports events, and other Madison Middle School events.

### ESSENTIAL PERFORMANCE RESPONSIBILITIES

The cheerleading advisor is responsible for the implementation of the specific activity/program for which the supplemental contract has been issued. This includes attending all 7th and 8th grade football games and 7th and 8th grade boys' basketball games. This also may include fund raising, coordinating special days such as Blue and White or Spirit Day and producing student pep assemblies as approved by the Building Principal and Athletic Director. Further duties and responsibilities may be assigned as deemed necessary by the Building Principal.

## **PLANNING**

The cheerleading advisor is responsible for:

- A. scheduling and organizing practices as necessary
- B. drills, exercises and activities which teach fundamentals necessary for participating safely as a cheerleader.
- C. organizing and conduct 7th and 8th grade try-outs in the spring for the next year.
- D. taking care of ordering uniforms, etc., for the next year.
- E. supervision of all cheerleaders from the beginning of the scheduled practice or contest until all have left the building and grounds.

## **Instruction**

The cheerleading advisor shall provide instruction in:

- A. sportsmanship and good conduct.
- B. fundamental skills and techniques as outlined by the Ohio High School Athletic Association rules for cheerleader performance.
- C. self-discipline and pride in performance.

## **Record Keeping/Maintenance**

The cheerleading advisor is responsible for:

- A. issuing and collecting uniforms and related equipment at close of cheerleading season.
- B. issuing and collecting physical examination cards, training rule forms and insurance waiver forms.
- C. reporting and documenting, in writing, all serious injuries to Principal and Athletic Director.
- D. maintaining an updated file of emergency medical forms to be carried to all practices and contests.
- E. accompany and supervise cheerleaders while being transported to scheduled contests and practices.
- F. any other form or list that may be required by the Athletic Director or Building Principal as a part of the total administration.

Adopted: 7/24/90

Revised: 3/15/94