



## Job Description

**Job Title:** Drill / Dance Team Sponsor

**Classification:** Supplemental

**Salary Schedule:** XAC

**Department:** Building

**Reports To:** Building Principal or Designee

**FLSA Status:** Non-Exempt

**Date:** July 2024

**Approved by :** Northwest Local School District Board of Education

**Job Summary:** To develop and maintain a quality high school drill/dance team.

### Job Qualifications:

1. Good verbal and written communication skills.
2. Experience on a drill/dance team preferred.
3. A valid Pupil Activity Permit and all appropriate trainings including but not limited to:
  - a. Ohio First Aide.
  - b. CPR certificate.
  - c. Fundamentals of Coaching certificate.
  - d. Concussion in Sports certificate.
  - e. Sudden Cardiac Arrest training.
4. Blood-borne pathogens training.

### Essential Duties:

1. To attend and supervise all meetings, practices, activities and performances of the drill/dance team.
2. To prepare the drill/dance team for performances and competition.
3. To assist in the development of a budget.
4. To supervise the deposit of funds and the payment of bills.
5. To purchase, distribute and inventory all supplies, equipment and uniforms.
6. To collect fees and assist with fund-raising activities.



7. To arrange for transportation to and from events.
8. To organize drill/dance team tryouts.
9. To make arrangements for drill/dance team members to attend summer camps and/or summer practices.
10. To collaborate with other activity sponsors.
11. To keep students and parents informed of activities and expectations.
12. To communicate with the administrators about all drill/dance team activities.
13. Will communicate with treasurer and band director for the purchase of necessary materials, equipment, etc for the success of the season. This includes helping to create the budget.
14. Maintain equipment care throughout the season and keep in contact with the principal or designee if equipment is in need of repair.
15. Will use this organization for the benefit of the overall band program, to create a musically rich and diverse group.
16. To perform such other related duties that may be assigned by the principal.

## Other Duties and Responsibilities

1. **Problem Solving** - Identifies and resolves problems in a timely manner; develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. **Oral and written communication** - Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings. Communicates in regards to program effective following district social media guidelines.
4. **Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.
5. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
6. **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
7. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
8. **Judgement** - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
9. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently;



Sets goals and objectives.

10. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
11. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
12. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

### **Physical Requirements:**

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Terms of Employment:** 185 days



# NORTHWEST LOCAL SCHOOL DISTRICT

Title: Drill / Dance Team Sponsor

Employee: \_\_\_\_\_  
(Print name)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am able to perform the key functions of the position.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee of this job. The employee will be required to follow the instructions and perform the duties required by the position's supervisor, appointing authority, or designee.

\_\_\_\_\_  
(Superintendent or designee)

\_\_\_\_\_  
(Date)