



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: Sponsor

Supervisor: Principal

Qualifications:

- WV Professional Teaching Certificate
- Regular Professional Grant County Employees Preferred
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

Duties/Responsibilities:

- Provides/ensures appropriate supervision of students
- Leads fundraising activities, as needed, and ensures adherence to all school/county policies and practices
- Forward information covering school events to local paper
- Coordinate updates with school and county webmaster as needed
- Keep accurate record of all releases
- Works cooperatively with administrators to facilitate curriculum integration.
- Models and promotes a positive attitude towards students and education.
- Disseminates and collects information from colleagues.
- Supports and facilitates educational activities and communicates with administrator as needed.
- Participates in meetings.
- Communicates effectively with supervisor(s), team members, and other stakeholders.
- Other duties as assigned by supervisor.