Extra Duty - Broadcasting Sponsor - High School

Purpose Statement
The job of Extra Duty - Broadcasting Sponsor - High School is done for the purpose/s of organizing and directing the broadcasting team through different sporting events and fine art performances; guiding students to develop group and personal communication skills; providing students with real world and post high school educational opportunities; working with students on developing timelines, learning the publishing process and strengthening journalism skills.

This job reports to the Principal - High School

Essential Functions
- Attends a variety of supporting activities for the purpose of providing information regarding the program and/or recognizing participants accomplishments.
- Develops the publishing process with students for the purpose of showing students the process from start to finish.
- Organizes and supervises a core group of students who meet regularly for the purpose of planning ideas and projects for the upcoming year.
- Participates in meetings, workshops and seminars as assigned for the purpose of gathering information required to perform functions.
- Provides opportunities and guides students through a process to develop group and personal communications skills for the purpose of strengthening their journalism skills.
- Responds to questions or concerns of students, parents or other school staff for the purpose of providing information, assistance and/or direction.
- Supervises students at all sponsored related events for the purpose of ensuring proper student behavior in accordance with Board policies.
- Supports students in any project, outing or club activity for the purpose of ensuring students have everything they need for the club to function at its full potential.
- Works with editorial board to make decisions that maintains fiscal responsibilities for the purpose of balancing broadcasting needs.

Other Functions
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities
SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: organization; communication skills.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies and/or regulations; and relevant professional standards and practices.
ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: working extended hours that may include weekends and/or evenings; providing leadership, direction and team building; and traveling to off campus meetings.

Responsibility
Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 35% sitting, 25% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is not required.
Education: Bachelors degree in job-related area.

Equivalency:

Required Testing: 

Certificates and Licenses
Missouri State Teaching Certificate

Clearances
Criminal Justice Fingerprint/Background Clearance

Continuing Educ. / Training:

FLSA Status Approval Date Salary Grade
Exempt 6/1/2020 Extra Duty - E

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.