

ADVISOR, DRAMATICS (100)

Organizes, supervises, and assists students in the selection, preparation, staging and presentation of two or more plays, a minimum of one per semester. Conducts and attends all rehearsals and events. Responsible for equipment, inventory facilities, and fiscal procedures. Procures local supplies, costumes, scripts, make-up, lighting equipment, set construction materials and other required materials for play production. Performs other related activities as assigned.

ADVISOR, (_____ GRADE/cLASS) (101)

Organizes, coordinates, and supervises the activities of the class (e.g., schedules and attends junior class meetings and plans and presents the junior class prom). Responsible for financial matters for the class, including fund raising and requests for disbursement of funds.

ADVISOR, NEWSPAPER/PUBLICATIONS (102)

Assists students in the publication of a school newspaper. Provides advice to students on writing skills (recording, editorializing, feature writing), information gathering techniques (interviewing, surveying, questioning), editing/proofreading skills, and designing skills (lay-out, art production). Is required to publish a monthly newspaper during the school year, or at an appropriate schedule based on the abilities of the students.

ADVISOR, TEEN INVOLVEMENT (103)

Organizes, supervises, and provides students with the opportunity to serve in a variety of activities of a service nature within the community and school (i.e., hospital aide, student helper). Serves as a contact person for such activities with organizations that provide training and positions. Coordinates program with the school administration and the guidance department.

ADVISOR, YEARBOOK (104)

Organizes, coordinates, and supervises the activities of the yearbook staff to efficiently, effectively, and economically publish the school yearbook. Assists the staff in planning and designing the layout and arrangement of copy. Responsible for procuring and requesting disbursement of funds in the production of the yearbook.

COACH, FORENSIC' (105)

Organizes, supervises, and assists students in the planning, preparation, and participation in forensics events (i.e., debate, original oratory, extemporaneous speaking, impromptu speaking, and interpretation of literature). Coaches students in research and in writing, oratorical, and interpretative skills. Participates in and arranges forensics festivals.

SPONSOR, ENRICHMENT (Example: Junior Great Books) (106)

Example of an enrichment sponsor's duties: Schedules, conducts, and supervises all events of the Junior Great Books discussion group according to published procedure. Provides guidance to students as needed during meetings. Responsible for establishing Junior Great Books eligibility requirements and for assisting in the selection of students for the group. (A similar type paragraph is to be developed as appropriate to the type duty.)

BUSINESS MANAGER, YEARBOOK (107)

Works with the yearbook staff and sponsor to develop and implement a plan for financing the school yearbook. Organizes the sale of advertisements and yearbooks as well as the distribution of yearbooks. Issues receipts of sale. Responsible for deposit of funds into the Student Activity Fund yearbook account.

SPONSOR, LITERARY MAGAZINE (108)

Selects, instructs, and supervises the staff in the production of a single issue of the school literary magazine. Conducts and attends all meetings and events. Assists students in the selection of materials, editing, proof-reading, and planning lay-out of the magazine. Responsible for arranging for typing of copy, publication, sale, and distribution of magazines. Requisitions necessary supplies and equipment. Assists students in planning and coordinating publicity.

SPONSOR, STUDENT COUNCIL (109)

Organizes, coordinates, and supervises the activities and responsibilities of the student council. Assists the executive board in planning meetings. Serves as liaison between student council and administration when necessary.

SPONSOR, NATIONAL HONOR SOCIETY (110)

Organizes, coordinates, and supervises the activities of the National Honor Society. Assists in planning meetings and initiation ceremony. Responsible for financial matters of the club.

COORDINATOR, SCHOOL EVALUATION/IMPROVEMENT (111)

Coordinates the accreditation self-study process' and serves as Accreditation' Steering Committee Chairperson. Uses the indepth studies, visitation reports, and systemwide testing results in order to develop a School Improvement Plan. The plan is based upon the coordinated efforts of teachers, administrators, and parents.

SPONSOR, LROTC DRILL TEAM/HONOR GUARD (112)

Supervises, organizes, and instructs individuals in the necessary commands for movement and rendering of Honors. Teaches various types of military formations and placement of colors during different types of ceremonies.

SPONSOR, FUTURE BUSINESS LEADERS (113)

Serves as sponsor for the club. Assists students in planning and scheduling the activities of the club. Determines eligibility for club membership. Responsible for recordkeeping. Presents awards to selected students.

SPONSOR, JROTC RIFLE TEAM INSTRUCTOR (114)

Supervises and provides students instruction and safety techniques in handling an air rifle. Instructs students in the prone, sitting, kneeling, and standing firing positions and proper sight alignment to effectively hit targets at specified distances.

SPONSOR, KEYBOARD CLUB (115)

Organizes, assists, and supervises students in planning and scheduling events of the club. Determines eligibility for club membership. Monitors recordkeeping. Presents awards to selected students.

HEAD COACH (116)

Organizes, instructs, promotes, and conducts a varsity and junior varsity athletic program. Adheres to DoDDS rules and regulations governing athletics. Provides players with all necessary information concerning requirements for participation in these activities. Maintains records and develops and publishes safety regulations. Controls and issues all athletic equipment. Supervises assistant coaches. Consults with the athletic coordinator and school administration in all matters relating to the sports program.

INTRAMURAL SPONSOR (117)

Develops and promotes a sports program for students in all grades. Coordinates the activity with the school administration and teachers. Prepares schedules for all activities. Informs students of requirements for participation. Responsible for equipment and safety of participants.

SPONSOR, CHEERLEADERS (118)

Prepares selection criteria for cheerleaders. Organizes cheerleader tryouts. Conducts clinics relating to fundamentals and rules of cheerleading. Establishes schedule of activities and accompanies participants to all activities. Consults with the athletic coordinator and school administration in all matters relating to the cheerleaders' responsibilities and schedule.

ASSISTANT OR JUNIOR VARSITY COACH (119)

Assists the head coach in the assigned sport. Supervises students during practices, in the locker room, and while traveling. Assists head coach in caring for equipment, completing orders for new equipment, and returning equipment at the end of the season. In the head coach's absence, will perform the duties of that position.

DIRECTOR, CHORAL MUSIC (120)

Provides extra rehearsals during non-school time in preparation for full and small group performances at concerts, assemblies, school and community programs, and related activities. These extra rehearsals and practice sessions include sectional work and rehearsing with accompanists not available during regular school hours. Performs organizational tasks (i.e., arranging and copying music, printing of programs, planning and scheduling of performances, arranging transportation, etc.). In addition, is responsible for performing concerts during non-school time.

DIRECTOR, INSTRUMENTAL MUSIC (121)

Provides extra rehearsals during non-school time in preparation for full and small group performances at concerts, assemblies, school and community programs, and related activities. These extra rehearsals and practice sessions include sectional work, private/solo instruction, and organizational tasks: i.e., arranging and copying music, printing of programs, planning and scheduling of performances, arranging transportation, etc. In addition, is responsible for performing concerts during non-school time.

COORDINATOR, OUTDOOR/ENVIRONMENTAL/ENERGY EDUCATION (122)

Organizes and coordinates the outdoor education activities of students. Accompanies and supervises all day and/or overnight field trips and excursions. "Certifies the fitness of students to participate in higher challenge activities.

COORDINATOR, MULTI-ETHNIC ACTIVITIES (School-Level) (123)

Organizes, plans, and coordinates school-level activities to commemorate the contributions of the various ethnic groups to American society (e.g., Black History Month, Asian-American Week, Hispanic-American Week). Obtains and distributes materials which can, be used for the planned activities.

SPONSOR, MODEL UNITED NATIONS (124)

Organizes and directs the Model United-Nations activity. Provides instruction to students on the procedures and methods of research related to Model United Nations activities. Organizes and participates inter-school Model United Nations programs.

SPONSOR, CAREER CENTER (125)

Provides leadership, counseling, and supervision of career center participants. Determines safety standards which must be followed and suggests additional conditions which might be required. Assists students in determining goals of center and anticipated accomplishments.

HEAD ADVISOR, SOPHOMORE CLASS (Panama Canal College) (126)

Serves as advisor to officers and members of the sophomore class and as sponsor of sophomore class activities. Assists in the election of class officers for each year. Conducts and attends all meetings for the sophomore class. Serves as liaison between class officers and college administration. Assists in publicizing class activities, planning graduation activities (e.g., sale of graduation cards and announcements and procurement of graduation attire), and selection of students for special recognition. Supervises student lounge for proper maintenance.

SPONSOR, STUDENT SENATE (PANAMA CANAL COLLEGE) (127)

Organizes, coordinates, and supervises the activities and responsibilities of the Student Senate. Calls meetings and establishes agenda for meetings in conjunction with Student Senate president. Grants or revokes charters to student clubs. Enforces Student Senate constitution. Serves as liaison between the Student Senate and all pay activities. Develops budget and approves/disapproves expenditures from Student Senate funds.

DORMITORY COUNSELOR (128)

Accomplishes the full range of duties required of a professional residence hall counselor.

DORMITORY SUPERVISOR (129)

Accomplishes the full range of duties required for the management and operation of a residence hall.

COORDINATOR, COMPUTER PROCESSES (800)

Serves as coordinator for school computer activities. Assists staff members in developing and planning for computer utilization. Coordinates inventory of computer hardware and software with media specialist. Provides support to the district superintendents' office computer.

CHAIRPERSON, CASE STUDY COMMITTEE (CSC) (801)

Organizes, coordinates, and assumes responsibility for the appropriate execution of all CSC functions (i.e., schedules all meetings and agendas, assigns case managers, and implements all procedural guidance originating at the district and regional levels). Oversees the completion of required functions to include the maintenance of the Special Education Self-Study, Special Education Census Data, and the fulfillment of report requirements (e.g., unmet related services and extended school year). Serves as contact person for all internal and external inquiries.

CHAIRPERSON, DEPARTMENT (802)

Serves as department chairperson. Schedules regular meetings with members of subject department to discuss common concerns. Exchanges information on successful classroom techniques and methodologies. Develops curriculum, course syllabus, and class schedules. Ascertains department's supply and equipment needs. Prepares budget projections. Provides new staff members with information on curriculum or procedures.

CHAIRPERSON, GRADE-LEVEL(S) (803)

Serves as grade-level chairperson. Schedules regular meetings with members of one or more grade-levels to discuss common concerns. Exchanges information on successful classroom techniques and methodologies. Develops curriculum, course syllabus, and supplemental specialist schedules. Ascertains supply and equipment needs. Prepares budget projections. Provides new staff members with information on curriculum or procedures.

CUSTODIAN, SCHOOL ACTIVITY FUND (804)

Serves as the custodian to the school activity fund (SAF). Responsible for the operation and accountability of the SAF. Manages the SAF according to policies. Supervises bookkeepers. Participates in SAF council meetings.

BOOKKEEPER, SCHOOL ACTIVITY FUND (805)

Maintains SAF bookkeeping system, reconciles the general ledger accounts and the subsidiary ledgers, records and balances receipts and disbursement journals, maintains fund vouchers and prepares receipts, reconciles bank statements and prepares monthly trial balances and up-to-date and accurate monthly financial statements.

ATHLETICS COORDINATOR (806)

Coordinates varsity and intramural athletic program. Arranges for officiating at sporting events and transportation for the various school sports. Publishes schedules for athletic teams and acts as-liaison between school and off-base communities. Makes necessary arrangements for local tournaments. Advertises all athletic events. Orders all awards including letters, pins, trophies, and certificates. Assists in the ordering of supplies, equipment, and uniforms. Arranges for student physical examinations. Consults with the school administration on all matters relating to sports activities. Arranges for the issuance and receipt of athletic equipment to coaches and maintains a complete and up-to-date inventory of all equipment, uniforms, etc.