



# Newfane Central School District

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## Job Vacancy Announcement

### #1718-12

Title:	<u>CO-CURRICULAR ACTIVITY:</u>	<u>BUILDING:</u>	<u># OF POSITIONS:</u>
	Drama Club	HS	1
	FAITH	EL	2
	Freshman Class	HS	1
	Intramurals	MS	Determined by need
	Intramurals – Swimming	MS	3
	Junior Class	HS	1
	Lego League	MS	1
	Model U.N.	HS	1
	Musical Director	HS	1
	Musical 1 <sup>st</sup> Assistant	HS	1
	Musical 2 <sup>nd</sup> Assistant	HS	1
	National Honor Society	HS	1
	National Jr. Honor Society	MS	1
	Peer Mediation	MS	2
	Robotics 1	HS	1
	Robotics 2	HS	1
	Science	MS	1
	Science	HS	1
	Senior Class	HS	1
	Senior Class Night	HS	1
	Sophomore Class	HS	1
	Stage Band	MS	1
	Student Senate	EL	1
	Student Senate	MS	1
	Student Senate	HS	1
	Supervision – After School	MS	5
	Supervision – After School	HS	5
	Tech & Motor Sports	HS	1
	Yearbook	HS	1
	Yearbook Assistant	HS	1
	Varsity Club	HS	1
<b>Duration:</b>	2017-18 School Year		
<b>* Responsibilities:</b>	<p>Every effort will be made to include all interested students into the major activities and events of the club. Instances in which participation is limited or restricted must be supported with justification to building administration.</p> <p>Complete necessary paperwork including but not limited to: attendance sheets, agendas for meetings, annual summary report, and financial forms.</p>		

	<p>Ensure that attendance records of all meetings are kept and submitted to Building Leader or designee upon request.</p> <p>Development of a meeting schedule to be approved by Building Leader in advance. Communication of annual calendar of events, activities, and meetings.</p> <p>Development of a communication mechanism to proactively inform parents and all participants of events, schedules and activities. Multiple modes of communication delivery to ensure greatest amount of positive communication.</p> <p>Attendance at fall orientation with School Business Official or designee to learn financial operating procedures.</p> <p>Adherence to established activity by-laws and procedures.</p> <p>Adherence to all organizational by-laws, policies, and regulations.</p>
<b>Salary:</b>	Per current NTA Collective Bargaining Agreement
<b>Requirement:</b>	Fingerprint clearance
<b>To Apply, Please Submit:</b>	Signed Letter of Interest ( <b>reference JVA number and specific club in subject line</b> ) Resume w/three references detailing prior successful experience working with children in target age range and prior experience relevant to co-curricular activity.
<b>Apply To:</b>	Building Principal
<b>Deadline:</b>	Friday, 6/2/2017

***\* Please see below for additional responsibilities and requirements specific to co-curricular activities:***

Drama Club: Prepare, supervise, and direct students in at least one (1) district wide dramatic performance. Development of a try out and rehearsal schedule to be approved by Building Leaders (HS/MS) in advance. Prepare students for performance(s) via individual and group activities designed to improve students' skills, confidence, stage presence, and teamwork. Students will receive instruction and guidance in all aspects of drama including set design, stage lighting, voice and character development and anything else deemed appropriate by the advisor. Ensure that senior citizens living in the community are invited to the rehearsal event at no cost.

F.A.I.T.H.: Implement a morning (before school) fitness and nutrition program designed to improve students' readiness to learn and overall wellness. Ensure maintenance, proper care and use of equipment and facility. Utilize a variety of resources to promote healthy, physically challenging activities emphasizing teamwork, cooperation,

and positive social behaviors that are age appropriate. Preference for Physical Education certification, CPR certification, AED certification.

Freshman Class: Develop and implement election process, procedures and timelines for class officers in cooperation with school administration. Develop an annual calendar of class events in September - to be approved by building principal or designee. Coordinate with Student Senate in the development and implementation of positive inclusive student leadership opportunities for all students. Hold scheduled monthly meetings with Freshman Class officers. Organize a minimum of one major (1) fundraiser during the school year. Set an annual fundraising target of minimally \$2,500. Provide oversight of both class and club activity accounts. Coordinate with and support Student Senate in the planning of traditional activities including but not limited to: HS Spirit Week, Homecoming Pep Assembly, Homecoming Dance, Annual charitable events, and other major events as initiated by student interest.

Intramurals: Organize and direct units of intramural activities. Each unit should have a teaching practice and competitive component. Teams may be formed for competition.

Intramurals - Swimming: Supervise and direct students as appropriate. Requirement: Lifeguard certification and CPR/AED for Lifeguards. **APPLY TO DOUGLAS AMES – HIGH SCHOOL, ATHLETIC DIRECTOR/POOL DIRECTOR.**

Junior Class: Develop and implement election process, procedures and timelines for class officers in cooperation with school administration. Coordinate with Student Senate in the development and implementation of positive student leadership opportunities for all students. Hold scheduled monthly meetings with Junior Class officers. Develop an annual calendar of class events in September - to be approved by building principal or designee. Organize a minimum of three (3) major fundraisers during the school year. Set annual fundraising target at a minimum of \$3,500. Oversight of class and club activity accounts. Coordinate with and support Student Senate to plan and implement traditional activities including but not limited to: HS Spirit Week, Homecoming Pep Assembly, Homecoming Dance, Annual charitable events, other major events as initiated by student interest. Attend and assist the Senior Class advisor as needed during graduation commencement ceremonies.

Lego League: To develop and implement a service learning opportunity in coordination with building administration. Oversight of entire process culminating in the development of a functional robot to be used at competitions. This includes but is not limited to: assignment of team roles and responsibilities, supervision of all students, development and communication of annual budget with building leader, preparation for competition, and proper maintenance, storage, and inventory of the equipment. Priority given to candidates with successful experience working with students developing, building, testing, and marketing a robot for use at regional and national competitions.

Model U.N.: Participation in at least one (1) local Model U.N. conference, competition, or related activity agreed upon and communicated with building leaders. Develop and implement a Model U.N. themed service learning opportunity in coordination with building administration.

<u>Musical Director:</u>	Supervision and direction of one district wide musical (three performances). Development of a try out and rehearsal schedule to be approved by Building Leaders (HS/MS) in advance. Development of annual budget to be submitted to HS Principal in the fall of the school year. Selection of Musical to be communicated to Building Leaders (HS/MS) in advance of purchase. Ensure invitation to community senior citizens at rehearsal event at no cost.
<u>Musical 1<sup>st</sup> Asst.:</u>	Supervision and direction of one district wide musical (three performances). Assist and support Musical Director with all responsibilities.
<u>Musical 2<sup>nd</sup> Asst.:</u>	Supervision and direction of one district wide musical (three performances). Assist and support Musical Director with all responsibilities.
<u>Nat'l Honor Society:</u>	Develop and communicate an annual calendar of Nat'l Honor Society specific events/activities, including but not limited to an annual induction ceremony, with building administration by mid-September. Develop, coordinate, and chair all student NHS induction protocols and candidate selection procedure(s). Develop and implement an ongoing service learning opportunity in coordination with building administration. Be well versed and current with all National Honor Society by-laws/regulations and procedures.
<u>Nat'l Jr. Honor Society:</u>	In cooperation with building administration, develop and communicate annual calendar of events/activities including but not limited to an annual induction ceremony. Development and implementation a service learning opportunity in coordination with building administration. Priority to candidates with previous experience working with National Junior Honor Society and appropriate by-laws/regulations.
<u>Peer Mediation:</u>	Act as an additional resource for students to learn essential lifelong skills related to positive social development. Promote interest in club through announcements and hallway postings. Hold organizational meeting within the first month of school year. Develop policies regarding group membership (attendance, behavior). Take accurate attendance, provide necessary information to home regarding activities and schedule. Develop constitution and facilitate election of officers. Promote student learning and development within club's subject matter. Increase students' capacity to manage the club including: holding meetings, keeping minutes, and deciding on projects/activities. Organize and execute one service related project per year. Produce year-end report summarizing the achievements and challenges of the club.
<u>Robotics 1:</u>	Develop, implement, and maintain oversight of entire process culminating in the development of a functional robot to be used at competitions. This includes but is not limited to: assignment of team roles and responsibilities, supervision of all students, development and communication of annual budget with building leader, preparation for competition, and proper maintenance, storage, and inventory of the equipment. Attendance at all competitions is required. Priority given to candidates with successful experience working with students developing, building, testing, and marketing a robot for use at regional and national competitions. Technology or Industrial Arts certification, engineering background preferred.
<u>Robotics 2:</u>	Support the Robotics 1 advisor by overseeing the development of the team's webpage, facilitating the production of their required video, and making any needed travel

arrangements, etc. Work in concert with the Robotics 1 advisor in any capacity deemed appropriate. Attendance at all competitions. Excellent communication skills and experience with web design and videography. Preference will be given to candidates with technology backgrounds.

Science: Develop, implement, or design at least three (3) science-related service learning opportunities for students in coordination with building administration.

Senior Class: Develop and implement election process, procedures and timelines for class officers in cooperation with school administration. Coordinate with the Newfane HS Student Senate in the development and implementation of positive student leadership opportunities for all students. Hold monthly meetings with Senior Class Officers. Develop an annual calendar of class events to be approved by the building principal or designee. Organize a minimum of three (3) major fundraisers during the school year. Set annual fundraising target at a minimum of \$4,000. Oversight of class and club activity accounts. Coordinate with and support Student Senate in the planning of traditional activities including but not limited to: HS Spirit Week, Homecoming Pep Assembly, Homecoming Dance, Annual charitable events, and any other major event as initiated by student interest. Implement, coordinate, communicate, and oversee the HS Prom, End of Year Senior activities, Senior Breakfast, Class Night, Senior Class Trip, The Senior Shirt Sale, and at least one (1) pre-Prom safety awareness activity or event. Oversight of annual Senior Poll. Oversee cap and gown sale orders for graduation. Coordinate all annual commencement exercises as approved by the building principal. Prom site selection and oversight of selection process in cooperation with school administration and class designees.

Senior Class Night: Oversight of all activities leading to the successful implementation of a Senior Class Night production and Senior Class Night video. Hold and supervise auditions for Senior Class Night talent acts and oversee the production of a Senior Class Video.

Sophomore Class: Develop and implement election process, procedures and timelines for class officers in cooperation with school administration. Coordinate with Student Senate in the development and implementation of inclusive positive student leadership opportunities for all students. Hold scheduled monthly meetings with sophomore class officers. Develop an annual calendar of class events in September - to be approved by building principal or designee. Organize a minimum of two (2) major fundraisers during the school year. Set annual fundraising target at a minimum of \$3,000. Oversight of class and club activity accounts. Coordinate with and support Student Senate to plan and implement traditional activities including but not limited to: HS Spirit Week, Homecoming Pep Assembly, Homecoming Dance, Annual charitable events, other major events as initiated by student interest.

Stage Band - MS: Stage "Jazz" Band provides all students with an opportunity to showcase their musical talents to their peers, community and parents and possible competitions. The club advisor is required to keep attendance records and complete all required paperwork. In addition, a monthly or annual practice and concert schedule should be devised by the advisor and approved by building administration. The advisor should develop a positive means of communications with parents including but not limited to using the school website, daily announcements, calendar features and more. For all concerts, advisors should create high quality programs for administrative review and dissemination at all concerts. If necessary, the advisor should update, revise, or create

new organizational by-laws and constitution and follow all financial record keeping practices as advised by district treasurer and/or school business official.

Student Senate – EL: To develop and implement a service learning opportunity in coordination with building administration.

Student Senate – MS: Develop and implement election process, procedures and timelines for Student Senate officer elections in cooperation with school administration. Development and implementation of positive student leadership opportunities for all students. Hold a minimum of two meetings per month. Oversight of class and club activity accounts. Plan, coordinate, and implement traditional activities in conjunction with building administration.

Student Senate – HS: Design and establish, in partnership with school administration, a functional school-wide student government, headed by the student senate, inclusive of all other student classes, officers, and interests. Plan and implement an election process, procedures, and timelines for Student Senate officer elections. Develop and implement of positive and inclusive student leadership opportunities for all 9-12 students. Hold a minimum of two meetings per month. Plan, coordinate, and implement traditional activities in conjunction all other 9-12 high school Class Advisors.

Tech & Motor Sports: To develop and implement a service learning opportunity in coordination with building administration. Coordinate and implement a driver safety program to educate youth of the harmful effects of dangerous driving a variety of motorized vehicles.

Yearbook/Yearbook Asst.: Oversee, plan, and fully execute all activities leading to the successful publication, sales, and distribution of an annual district yearbook.

Varsity Club: Supervise and organize activities designed to promote sportsmanship and character through athletics including, but not limited to: Spirit Week activities, student athlete recognition(s), assemblies, annual sports banquet, ordering of varsity letters and related materials. To develop and implement a service learning opportunity in coordination with building administration.