

ST. PAUL
PUBLIC SCHOOLS
ACTIVITIES
COACHES/SPONSORS
EXPECTATIONS



St Paul Public Schools

Mission Statement:

It is the mission of the St Paul Public School District Athletic Department to inspire each student to extraordinary achievement everyday.

- Provide a comprehensive athletic program that emphasizes the development of lifelong learning, values, and skills through hard work, sportsmanship, ethical conduct, and fair play.
 - The program is based upon open communication and mutual respect among school administration, instructors, coaches, athletes, parent's and officials.
 - The program serves as a positive, powerful, productive force for our school, community, and most importantly the student-athlete.
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St Paul Public Schools

Activities Department Objectives:

To provide an attractive program for the student-athlete:

- Provide the student-athlete with an enjoyable and rewarding experience
- Make player safety and welfare our highest priority

To give quality instruction in the fundamentals of each sport offered:

- Specific athletic skills and strategies
- Sportsmanship, ethical conduct and fair play

To be an integral part of the secondary school curriculum:

- Inspiring all athletes to give their highest effort in the classroom, as well as, on the playing field
- To stress the importance of self-discipline in the classroom, the community and on the field
- Teach our athletes that dignity, self-worth and self-esteem are achieved through hard work
- To create a positive school climate that is enhanced when student-athletes and remaining student population work together as a team to represent their school in interscholastic competition.
- Develop concepts of goal attainment through hard work and rigorous self-discipline, and to provide a vehicle for the development of interest in curricular school programs and for post- secondary educational opportunities

To make the athletic program a source of both school and community pride:

- Help each athlete to interact positively with faculty, community and fellow students
 - Make the team a positive influence on all who come in contact with it
 - To demonstrate the social competence of operating within a set of rules, thus gaining a respect for the rights of others, and an understanding that penalties follow rule violations
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St Paul Public Schools

ACTIVITIES CODE OF ETHICAL CONDUCT

The district shall implement the following listed standards of ethical conduct for each temporary, probationary, permanent, and contracted employee of the district who provides supervisory and instructional service in athletic programs and activities. Such person providing service shall:

1. Show respect for players, parents, and all coaching staffs.
2. Respect the integrity and judgment of the game officials.
3. Establish and model fair play, sportsmanship, and proper conduct during practices/contests and in the community.
4. Establish player safety and welfare as the highest priority. If there is any question as to the extent of an injury a physician must be consulted, and a written release obtained.
5. Provide proper supervision of student-athletes while under the coach's direction.
6. Use discretion and proper language when providing constructive criticism and when reprimanding players – use of profanity is unacceptable.
7. Understand the proper administrative chain of command and refer all request or grievances through proper channels, i.e. equipment purchase, fundraising, program funding, eligibility, etc.
8. Consistently require all players to adhere to the established rules and standards of the game.
9. Properly instruct player in the safe use and care of equipment and uniforms.

I have read and will adhere to the policies of the St. Paul School District Secondary Coaches' Handbook and to this Code of Ethical Conduct and understand that failure to do so may result in suspension and/or dismissal from the position.

Date: _____ Coach: _____

Date: _____ Athletic Director: _____

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HEAD VARSITY COACH JOB DESCRIPTION

1. Serve as liaison between the coaching staff and the Athletic Director.
2. Has a thorough knowledge of the rules as they pertain to his/her sport, including the clearance of all staff members and student-athletes.
3. Understands the proper administrative chain of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
4. Establishes the fundamental philosophy, skills, and techniques to be taught by the staff. Designs conferences, clinics, and staff meetings to ensure staff awareness of the overall program.
5. Trains and informs staff and encourages professional growth by promoting clinic attendance.
6. Delegates specific duties, supervises implementation, and at season's end analyzes staff effectiveness and evaluates all assistants.
7. Maintains discipline, mediates grievances, and works to increase morale.
8. Assists the Athletic Director in scheduling, providing transportation needs and requirements for all games, tournaments, and special sports events.
9. Assists in the necessary preparation for scheduled home sports contests or practices and adheres to scheduled facility usage times.
10. Coordinates facility needs/repairs with maintenance and school employees.
11. Recommends policy, method or procedural changes to the Athletic Director.
12. Monitors the grades and conduct of his/her athletes.
13. Provides assistance, guidance, and safeguards for each participant by his/her presence at all practices, games, while traveling, and when returning home from events.
14. Directs student managers, assistants, and statisticians.
15. Participates in the budgeting process with the Athletic Director by submitting needs for the next season.
16. Recommends/selects equipment and uniforms within budget appropriations.
17. Is accountable for all equipment in his/her program and submits notification to the Athletic Director for any equipment lost, damaged not returned or returned after the due date.
18. Arranges for issuing, storing, reconditioning of equipment, and submits annual inventory.
19. Properly marks and identifies all equipment before issuing or storing.
20. Secures all doors, lights, windows, and locks and stores all equipment before leaving building or area. Supervises locker room area before and after practice.
21. Instills in each player a respect for equipment and school property its care and proper use.
22. Responsible for maintaining good public relations with news media, parents, officials, volunteers, and fans.
23. Responsible for reporting scores and information after every home contest. Max Preps will also be the responsibility of the head coach. These duties may be delegated.

24. Responsible for arranging for substitutes because of athletic events with the Principal's secretary as soon as possible.
25. Understands that all drivers must meet district requirements to transport student-athletes and must be at least 21 years of age.
26. Guarantees that all district equipment including district vehicles is used for official school business only and is operated safely.
27. Performs other duties which may be assigned by the Athletic Director or Principal.

Practices: All coaches are expected to practice within the time frames allowed by the state. Practice times should last approximately 1 to 2 hours and every coach should attempt to practice at least once a day whenever possible. Skipping practices will not be tolerated unless approved by the athletic director. Practices should be done by 6:00 if possible with the understanding that there will be times when practice will run a little longer or you are not able to practice in the designated time frame after school. There will be no practices allowed after 6:00 on Wednesday's. This is a mandatory rule with no exceptions !!! Coaches should be early for practice with no exceptions or have another member of the coaching staff present (not volunteers) and remain at the practice sight until everyone involved is gone. Coaches are expected to use the practice time wisely and use the facilities and their assistant coaches making sure that no-one is standing around with nothing to do. You are expected to give all the participants an equal chance to practice and to make sure they are coached properly by the head coach or by the assistants. Winning comes from being organized during practice and teaching the athletes what they need to be successful. Use your time wisely !!

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Head Junior Varsity, Jr High and Assistant Coaches' Job Description

1. Has a thorough knowledge of the rules as they pertain to his/her sport, including the clearance of all staff members and student-athletes.
2. Understands the proper administrative chain of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
3. Maintains discipline and works to increase morale and cooperation within the school sports program.
4. Assists in the necessary preparation to hold scheduled sports events or practices and adheres to scheduled facility usage times.
5. Coordinates facility needs/repairs with maintenances and school employees.
6. Provides proper safeguards for maintenance and protection of assigned equipment.
7. Provides assistance, guidance and safeguards for each participant by being present at all of his/her practices, games, while traveling and when returning home.
8. Is accountable to the Head Varsity Coach for all equipment. Assists with issuing and collecting of equipment and submits to the Head Varsity Coach annual inventory.
9. Recommends to the Head Varsity Coach budgetary items for next year in his/her area of the program.
10. Secures all doors, lights, windows and, locks and stores all equipment before leaving areas. Supervises locker room area before and after practice.
11. Instills in each player a respect for equipment, school property, and their proper use.
12. Assists the Head Varsity Coach in carrying out his/her responsibilities.
13. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the Head Coach.
14. Works within the basic framework and philosophy of the Head Varsity Coach of the sport.
15. Attends all staff meetings and carries out scouting assignments as outlined by the Head Varsity Coach.
16. Never criticizes, or argues with the Head Varsity Coach or any staff members within ears or eyes of players and parents.
17. Strives to improve skills by attending clinics and using resources made available by the Head Varsity Coach.
18. Responsible for arranging with Principal's secretary for substitutes because of athletic events. The Athletic Director may be contacted in an emergency.
19. Understands that drivers must meet district requirements to transport student-athletes and must be at least 21 years of age.
20. Guarantees that all district equipment including district vehicles are used only for official school business and are operated safely.
21. Performs other duties that are consistent with the nature of the positions and that may be requested by the Head Varsity Coach.

St Paul Public Schools

HEAD COACH – SEASON EVALUATION

Coach's Name: _____ Sport Coached: _____ Year: _____

Directions: Coach is to mark assessment with a "✓"
Athletic Director will mark an "X"

Rating Scale: E = Excellent
S = Satisfactory
N = Needs Improvement
U = Unacceptable

I. PROFESSIONAL AND PERSONAL RELATIONSHIPS

E S N U

1. Submits team rosters, bus request, year-end reports and program information on due dates as requested.
2. Understands and follows rules and regulations as set forth by St. Paul Public Schools.
3. Works cooperatively with Athletic Director, maintenance staff and other personnel who are part of the athletic program.
4. Cooperates with news media and uses media effectively to reward the effort of team/individuals.
5. Shows self-control and poise in areas related to coaching responsibilities, including sideline conduct toward game officials.
6. Provides rules and expectations to team members in writing and enforces them.
7. Works with team/individuals to develop appropriate goals, team spirit, and unity.
8. Sells program to student body to maintain appropriate participation.
9. Has confidence and respect of student-athletes.
10. Participates in in-service meetings and other activities to improve coaching.
11. Develops relationships and works cooperatively with other coaches in the athletic program.

II. COACHING PERFORMANCE

1. Is well versed and knowledgeable in all aspects of assigned sport and teaches them effectively.
2. Establishes the fundamental philosophy, skills, and techniques to be taught by the staff through periodic staff meetings.
3. Develops a well-organized practice schedule which utilizes his/her staff and team to its maximum potential.
4. Effectively utilizes practice time for both individual and team

development.

5. Delegate's authority with responsibility while remaining accountable for such delegations.
6. Develops integrity within the coaching staff, and works to make better coaches.
7. Understands the medical aspects of the position, including CPR, first aid, injury policies, working with the athletic trainer.
8. Provides leadership and attitudes that produce positive efforts by participants.
9. Team performance consistent with quality of athletes available.
10. Shows individual and team discipline and control.
11. Develops respect by example in appearance, manners, behavior, language and conduct.
12. Provides an atmosphere of cooperation in being receptive to suggestions and giving credit to those responsible for success.
13. Is fair, understanding, and patient with team members.
14. Shows an interest in student-athletes in off-season activities and classroom efforts.
15. Has awareness of legal coaching responsibilities and operates within those responsibilities.

III. RELATED COACHING RESPONSIBILITIES

1. Is concerned about the proper care of equipment
2. Follows proper procedure for purchase of equipment
3. Attends to factors which relate to athletic safety.
4. Is cooperative in sharing facilities.
5. Provides proper supervision and security of athletic locker rooms.

E S N U

Comments: _____

Signature: _____
_____ Coach

Date:

Signature: _____
_____ Athletic Director

Date:

St. Paul High School One-Act Job Description and Expectation

1. Play Selection
 - a. Search online for potential plays
 - b. Order samples of top choices
 - c. Select a final play
 - d. Order copies for cast and purchase royalties
 - e. Distribute scripts to interested students

2. Auditions
 - a. Give students team rules
 - b. Post audition times
 - c. Conduct auditions with the help on an assistant
 - i. Videotape and take notes
 - d. Create a list of possible cast
 - e. Make final cast selections
 - f. Announce the cast
 - g. Post a sign-up for interested crew members

3. Practices
 - a. Practice three times a week in September
 - i. Start practicing four times a week in October and November
 - b. Require crew to come to practices in October
 - i. Have crew begin to make cues for lights and sound
 - ii. Incorporate lights and sounds into practice

4. Competition Registration
 - a. Create cast and crew roster
 - b. Watch rules meeting on the NSAA site
 - c. Register cast and crew with the NSAA
 - d. Send the roster to the director of each competition

5. Set Creation
 - a. Buy set materials
 - b. Work with the shop class to create the set
 - c. Help the crew paint the set

6. Props and Costume selection
 - a. Make a list of needed props and costumes
 - b. Contact staff to see if we have any of the needed items
 - c. Have students bring costumes and props they own
 - d. Purchase props and costumes that are still need

7. Community Performance
 - a. Inform the Athletic Director Secretary of the date and time of the community performance for the newsletter

- b. Contact FCCS Teacher about hosting the dessert social after the performance
- c. Setup the gym before the performance

8. Competitions

- a. Contact the **Transportation Coordinator** about the days you need the school vehicles and bus a month in advance
- b. Fill out a substitute sheet a month in advance
- c. Inform the office and the cooks of our performance time and when the students will return
- d. Load the set and all other materials in the trailer the night before the performance
- e. Drive the set and crew to the performance
- f. Organize unloading the set and preparing for the performance
- g. Supervise the light and sound during the performance
- h. Help load the set and strike the stage
- i. Take notes during the judges critique of our performance
- j. Drive the set home and unload

St. Paul High School Dance Team Job Description and Expectations

1. Dance Camp
 - a. Pay deposit for camp to reserve the date
 - b. Schedule camp through Varsity/UDA
 - c. Contact UDA camp leader to decide on dance types, difficulty level, and times for both days of camp
 - d. Send each dancer a letter to remind them of dates, times, their balance due for camp, and what they will need to bring
 - e. Attend 2 day camp for 7 hours each day
 - f. Final payment for camp is due by the day of camp

2. Fundraising
 - a. Fundraising U- meet with representative from company to decide on times, dates, expectations, and incentives (typically takes a half hour or so to meet).
 - i. Count all money turned in, split up cheer and dance money
 - ii. Deposit amount into dance account and cheer account
 - b. GCA days- help GCA days committee with free days in park
 - c. Keep track of each girl's hours and how much money they have earned; then subtract this from their balance for camp/uniform
 - d. Optional: Dunk Tank at county fair
 - i. Call to use dunk tank
 - ii. Get seat, balls, and tank (Dan Fox has helped get and fill tank previously)
 - iii. Decorate booth and have girls make and hang up signs
 - iv. Supervise event for 2 nights, 4-5 hours each night
 - v. Collect money and ensure each girl takes a turn getting dunked

3. Football Game Performances
 - a. Will perform at all home games
 - b. Practice on field on Wednesday and Thursday before each home game for 30-45 minutes
 - c. Attend pre game (tunnel for players and school song) to supervise dancers and ensure each person is where they need to be
 - d. Practice in the gym during the 2nd quarter
 - e. Have a typed announcement with each dancer's name/choreographer for announcer to read
 - f. Go up to crowd's nest when there are approximately 2-3 minutes left in the 2nd quarter
 - g. Play music for performance
 - h. For Homecoming there will be a performance at the parade pep rally, will need to play the music; Also, help cheer coach with activities during the pep rally

4. Basketball Game Performances

- a. Will perform at all weekday, home games that are not tournaments
- b. Practice in the gym during the 2nd quarter
- c. Go sit by announcer when there are approximately 1-2 minutes left in the 2nd quarter
- d. Have a typed announcement with each dancer's name/choreographer for announcer to read
- e. Play music for performance

5. Elementary Cheer/Dance Camp

- a. Help 2-3 girls come up with dance to teach girls at camp
- b. Practice so that team will know the dance they will be teaching
- c. Help cheer coach hand out camp shirts to each camper
- d. Supervise and help the night before the performance to teach the girls the dance; they do this in 2 groups K-3 and 4-6 (this is about 2 hours long)
- e. Night of performance (at halftime of girl's Varsity game)
 - i. Practice before halftime with the whole group of campers
 - ii. Line all girls up in the hallway 1-2 minutes before halftime
 - iii. Walk campers out onto court and then play music for the performance
 - iv. Ensure each camper finds their parents/guardian after the dance

6. Ordering Uniforms

- a. Meet with Varsity rep, help her carry in her stuff to the school
- b. Supervise dancers as each girl is measured for their uniform (this can take from 45 minutes to over an hour depending on how many girls need to be measured)
- c. Help girls consider and decide on their uniform and warm ups
- d. Get invoice from company, tell each girl how much they owe, then pay Varsity with a check from the school

7. Tryouts

- a. This is done with cheerleading
- b. Hold informational meeting for parents with approximate costs, practice times, and expectations (I type this up and handout to each girl interested in dance team); allow time for questions and have each girl fill out paper work that includes their school schedule and personal information (typically this will last 30-45 minutes)
- c. Find 3 judges
- d. Send rating scale out to each girl's teachers (this takes an hour to an hour and a half depending on how many girls try out)
- e. Collect and average each girl's scores from their teachers

- f. Help seniors choreograph a dance to teach to all girls who are trying out
- g. Practice before school to teach each girl the dance, and how to their leaps, jumps and turns should look; each girls is also expected to choreograph their own short dance and is able to ask me or others for help if needed
- h. Have numbers for each girl printed off (for them to attach to their shirt) and groups of 3-4 girls written out and organized; also have score sheets for each judge
- i. Supervise tryouts
- j. Average judge's scores with their teacher scores
- k. Print off list of those who made the cutoff and then either write each girl a letter, post a list, or decorate each girls locker that made the team

8. Competitions

- a. Allow team to vote on whether to attend (there are typically 2-3 options a year Centura holds 1-2 and state competition in Grand Island)
- b. Contact school to reserve spot in competition
- c. Collect money from girls and pay entry fee
- d. Practice before school

9. Practices

- a. Schedule and let team know when and where
- b. Daily at least 2 weeks before every performance for 30-45 minutes before school
- c. Practice with cheerleaders to learn the school song for games and pep rallies
- d. Occasionally will practice for 30 minutes over the weekend if necessary

St. Paul High School Music Department Job Description and Expectations:

***School Band and Choir Concerts are part of teaching contract

Extra Duty Requirements for Payment:

- 1. Variety Show Director**
- 2. Musical Director**
- 3. Vocal Music**
 - a. **Swing Choir** – 5 Community Performances (Excludes regular school concerts... ex. National Anthem at Athletic Events, nursing home performance, etc.). All rehearsals will take place outside of school hours.
 - b. **Any choir competition that takes place on weekends** (ex. Honor Choir)
- 4. Instrumental Music**
 - a. **Pep band** at home athletic activities, away district and away state competitions (pre-game and half-time)
 - b. **Summer Band Camp** – 40 Hours of Student Contact
 - c. **Parades** – 3 Competitions per year, plus State Fair and GCA Days parade
 - d. **Any band competition that takes place on weekends** (ex. Honor Band)
- 5. Choir Trip Rotation – Year 1 (2016-17) and Year 3**
 - a. Itinerary given to Activities Director and Principal 6 months prior to event.
 - b. Students must work with a clinician from a post-secondary institution during the trip.
 - c. Itinerary given to Booster Club 6 months prior to event.
- 6. Band Trip Rotation – Year 2 and Year 4**
 - a. Itinerary given to Activities Director and Principal 6 months prior to event.
 - b. Students must work with a clinician from a post-secondary institution during the trip.
 - c. Itinerary given to Booster Club 6 months prior to event.
 - d. **Flag Core** – Must be in Flag Core for 2 years to attend the Band Trip.
- 7. Concessions Responsibilities:**
 - a. Open and close for 9-12 athletic events.
 - b. Line up workers (workers should be there 45 minutes before game begins).
 - c. Stock coolers and store-rooms as needed.

EXPECTATIONS

of SPHS Speech Team Members

- Maintain passing grades in all classes to remain eligible for activities.
- Use the Speech Team Google Calendar to schedule practice times before and after school at least two days in advance. Google Calendar enables all of us to use our time efficiently. Duet and OID teams are responsible for ensuring all members can attend before signing up for a practice time.
- Practice individual events at least once a week with the two sponsors each before competition. **You will not be allowed to attend the week's contest(s) if you fail to meet this requirement.**
- Practice group events (OID & duet) at least three times a week with the two sponsors until presentation is polished, then practice twice a week.
- Practice on your own consistently to improve your performance.
- Attend all contests you have entered. Entry fees cost our school money, and drops are an inconvenience for the contest hosts and other participants.

- Dress professionally, conservatively, and appropriately.
- Be considerate of your teammates and other contestants. Behave in a manner that reflects favorably upon you and your school.

St. Paul High School Cheer Team Job Description and Expectations

I. Tryouts

- a. Takes place at the end of March or early April. Put information in school newsletter and reserve the elementary gym with AD.
- b. Completed with dance.
- c. Hold informational meeting for parents and those trying out with approximate costs (deposits if needed), practice times, and expectations. I type this information up and handout to each girl interested in cheer team; allow time for questions and have each girl fill out the paper work that includes their school schedule and personal information. This meeting takes about 30-45 minutes.
- d. Find 3 judges
- e. Send rating scale out to each girl's teachers. This can take up to an hour and a half depending on how many girls tryout. You will work with the dance coach on this.
- f. Collect and average each girl's scores from their teachers.
- g. Help seniors come up with 2 group cheers that they will teach to all the girls trying out.
*If there are no seniors, use the UCA tryout dvd and informational packet that is sent out before tryouts.
- h. Practice before school for about 2 weeks before tryouts (7:30-8:00am) to teach each girl the cheers, proper hand and arm placements, and how to do jumps. Each girl is expected to come up with their own cheer and jump. They are able to ask me questions and get help on this.
- i. Create the judges score sheet with the requirements for cheer.
- j. Tryouts take about 1 ½ hours, including dance.
- k. Average judge's scores with their teacher scores.
- l. Print off list of those who made the cutoff and then either write each girl a letter, post a list, or decorate each girls locker that made the team.

2. Ordering Uniforms

- a. Contact Varsity rep ASAP to set up a day to order uniforms and camp outfits. I usually do this when I'm organizing tryouts. It's usually 1-2 weeks following tryouts. If they are not ordered soon, then chances of getting outfits in by camp is slim!! ☺
- b. Cheer and dance will order together. One will go first. This can take up to 2 hours depending on the number of girls ordering.
- c. I found it easier to have the girls pay a deposit. This is due the day of ordering!!

- d. Supervise as each girl is measured for their uniform.
- e. Help girls consider and decide on their uniform, warm ups, poms, and camp wear. I like to do this BEFORE the meeting with Varsity!
- f. Get invoice from company, tell each girl how much they owe, then pay Varsity with a check from school. Talk to Terri Townsend if you have questions.
- g. When items are delivered separate them for each girl. Hand them out when their balance has been paid.
- h. We order new uniforms bi-yearly and get new camp wear and sometimes pompoms every year.

3. Fundraising

- a. Fundraising U- meet with representative from company to decide on times, dates, expectations, and incentives (usually dance coach does this...takes 30 min.)
 - i. Count all the money turned in, split up cheer and dance.
 - ii. Deposit amount into cheer account
- b. GCA days – We sell water at the park on Saturday (8:00am-5:00pm) and then at the drag races (5:00-7:00pm)
- c. Car Wash at U-Betcha in the summer. Contact Brian Sack to make arrangements or go somewhere else!
- d. Keep track of each girl's hours and how much money they earned; subtract from their balance for uniform and camp.

4. Cheer Camp

- a. Contact UCA to set up a day for camp, if doing a home camp. There are team camps to go to as well. Check UCA or NCA for team camp dates as well. These are usually in June or July.
- b. Pay deposit for the camp.
- c. Send a letter to remind girls about camp as well as balance for camp/uniforms.
- d. Attend a 2 day camp for about 7 hours each.
- e. Send final payment.

5. Practices

- a. Schedule and let team know when and where.
- b. We meet about every Tues and Thursday in June and July at the school. About 2 hours each day.
- c. During the summer they learn the majority of cheers, school song, and sidelines. We discuss expectations at games as well.

- d. Before basketball season we practice a week in the morning to learn basketball cheers and refresh on the other cheers.
- e. Additional practices may be needed (i.e. pep rallies, Lil' Girl camps)

6. Pep Rallies

- a. Schedule a Fall Sports and Winter Sports pep rally with AD.
- b. Homecoming pep rally will be downtown on main street following parade.
- c. Organize a game and cheer (sometimes a dance as well) for each pep rally.
- d. Supply winners of game with a small treat (i.e. Powerade, candy bar)
- e. A pep rally will be given for any sport going to state.

7. Lil' Girl Camps

- a. Cheerleaders have a camp for elementary (Pk-6) in September {weather is warmer}.
 - *Usually divided into 2 days (PK-2) and (3-6). 1.5 hours each
 - *They perform the 1st quarter of a home football game.
 - *Send out letter to all girls in elementary.
 - *Collect money
 - *Order t-shirts – I used CustomInk (need to order 2 weeks before camp)
- b. Cheerleaders and Dance will have another camp in January or February.
 - *Usually camp is one day. 1.5 hours long
 - *They perform a dance and 2 cheers during half time of girls home basketball game.
 - *Send out letter to all girls in elementary.
 - *Collect money
 - *Order t-shirts

8. Games

- a. Cheerleaders cheer at ALL home football, basketball, and volleyball games (including Saturday games and ALL home tournaments)
- b. Cheerleaders cheer at ALL away football, basketball, and volleyball games (including districts and conferences) except Saturday away games, tournaments, and triangulars.
- c. I attend each game and drive to all away games except those listed above.
- d. Additional practice may be needed during half time or in between games as well.
- e. Let the team know when you'll be leaving. Make arrangements with Vince Tomlinson to get the suburban ready. Gas up the vehicle at Quick Stop if needed.

9. Additional responsibilities

- a. Help cheerleaders make posters for the gym – Fall sports and Winter sports and tape up when finished.
- b. Make copies of each teams' roster to make locker decorations – Fall sports and Winter sports.
- c. I've made a cheer binder to keep our constitution (expectations) and cheers in. This is handed out before school and returned after the season.
- d. I've video taped all cheers and sidelines. These are posted via an SP cheer Facebook account so they can practice at home.
- e. Parent's night for Fall and Winter needs to be organized. See AD for dates. Send out invites to parents (2 weeks prior) and make name tags to hand out before they are announced.

Math and Science Job Description and Expectations

Extra Duty Requirements for Payment:

1. Elementary Boo Bash
 - a. Contact organizations and businesses and Chamber of Commerce
 - b. Buy candy for our booth
 - c. Set up and clean up gym
 - d. Help organizations and businesses with preparing booths
 - e. Crowd Control
 - f. Grades 7-12 involved, normally allowed 20 students to help. (about 550 - 600 students attend annually with parents)
 - i. Typically takes an hour or two to get information to and from businesses and then 3.5 hours at the event each.

2. Math/Science Elementary Fun Night
 - a. Schedule appropriate date w/ Activity Director and Elementary Principal
 - b. Organize students and get their activities assigned
 - c. Go shopping for all the supplies needed
 - d. Monitor all students (math/science and 100 - 200 elementary students) during the activity
 - e. Clean up areas used before leaving
 - f. All Math/Science 7-12 students involved. We hope for ALL members to help with this event. (roughly 55-75 M/S students depending on the year)
 - i. Typically takes several meetings and several hours of prep and organizing on top of shopping and then 3.5 hours at the event each.

3. High School Quiz Bowl
 - a. Hold tryouts/practices for 6-8 weeks prior to competitions
 - i. Practices consists of ½ hour 2-3 times weekly
 - b. There are two HS competitions (ESU & Lou Platte)

4. Junior High Quiz Bowl
 - a. Hold tryouts/practices for 6-8 weeks prior to competitions
 - ii. Practices consists of ½ hour 2-3 times weekly
 - b. There are two HS competitions (ESU & Lou Platte)

5. Science Olympiad (Kearney)
 - a. Take 30 students to the competitions
 - i. Typically takes several meetings and 3-5 hours each prior to each competitions to help students get ready for the competition. (plus 6 AM - 4 PM event day)

6. Science Olympiad (Lincoln)
 - a. Take 30 students to the competitions

- ii. Typically takes several meetings and 3-5 hours prior to each competitions to help students get ready for the competition. (plus 14 hrs each day of event, more time if we go down the night before the event and stay overnight)

- 7. Science Olympiad (Cedar Valley Invite) **New this year in Feb.
 - a. Take 30 students to the competitions
 - iii. Typically takes several meetings and 3-5 hours prior to each competitions to help students get ready for the competition. (plus 12 hours each day of event)

- 8. Trip to Colorado (every other year with eligible students grades 9-12)
 - a. Trip year set as ODD years May 2015, May 2017 etc.
 - b. Start organizing the trip the start of the school year, setting dates with Activity Directory.
 - c. Contact Hotels for pricing and Contact Locations we wish to visit to make detailed Itinerary, and contact Bus company for transportation.
 - d. Keep proper records of all (80+) students fund raising since 7th grade and all math/science events they participate in since 7th grade so we can properly tell if they are trip eligible and their current trip balance.
 - e. Supervise students the entire 4 day trip.
 - f. Normally 40-48 students on trip, future years could be larger. Students must meet the "trip eligible" criteria to attend this event.
 - i. Prepping for this event takes (at least 10 hours each for the year)! Planning, calling, emailing, double checking, changing schedules, contacting places etc. Keeping the spreadsheet up to date and accurate also takes several hours (at least 3 each per year) throughout the year. Also time at event approx 90 hrs each.

- 9. Trip to a Nebraska site (every year with eligible students grades 7-8)
 - a. Normally 25-35 students
 - b. Schedule appropriate date w/ Activity Director and High School Principal
 - c. Choose the field trip location and set up with the location (Morrill Hall, Edgerton Explorit Center, Ashfalls)
 - i. Monitor students during the trip (8 hours each) and prep approx an hour.

- 10. Run the Track Concession stand (or other concession stands if offered/able to do so)
 - a. Schedule students to help at stand
 - b. Contact Pizza Hut for selling Pizza (also driving back and forth picking up pizza several times during the day)
 - c. Set up, help run the concession stand the entire day, and then clean up.
 - d. Normally 10-15 helpers overall
 - i. Normal time total spent 7-8 hours each.

- 11. Ordering t-shirts every other year
 - a. Find appropriate design for our t-shirts
 - b. Take orders and money for shirts

- c. Hand out orders once they arrive
 - i. Normal time spent total about 2-3 hours

12 Organizing Fundraising every year

- a. Help students choose appropriate fundraising activity
- b. Help with management of items, money collection, dispersion of the items ordered etc.
 - i. Time on this can vary from year to year. Buying materials for students to share, organizing fundraiser and keeping track of students items. At least 10 hours each per year, probably more.

St. Paul Jr. and High School FCCLA Extra Duty

FCCLA Meetings-Approximately 5-6 a year before school and after sport practices

FCCLA national activities that come out each year

FCCLA week activities in February

FCCLA lunch for Parent Teacher Conferences in February

Elect officers in March

FCCLA District Duties:

District organizational meeting in May for the next year

District final meeting in August to finalize plans for District

Convention in the Fall (October) and to work on STAR

District Convention in Fall (October) take all members

District STAR events in January and preparation with students for
events

PEER Retreat in February in Kearney-take Jrs. and Srs. usually

State FCCLA in Lincoln in April-Take officers

District Advisor rotation for a two-year period

STAR rotation for a two-year period

Community activities we participate in:

Two dessert luncheons during the plays (fall and spring) for the
Howard Greeley Food Pantry

Christmas Drive for the Sr. Center in St. Paul (early December)

Money for the Make a Wish Foundation of Nebraska

FBLA Extra Duty Overview

In School Activities

- Info Booth at Open House
- 5-6 meetings per year usually over lunch hour
 - Elect officers in September
- FBLA Week - work with FCCLA and choose activities for days
 - Teacher appreciation day

Community Service Activities

- Zombie 5K
- Chamber and City Council Meetings (once or twice per year)
- Recycling with NHS at school

Fundraisers

- Concession Stands - 1 or 2 per year
- Half- Time Home Football Games (field goal kick contest)
 - \$1 to play, winners get large soda
- Candy Cane Grams (organize and deliver over two weeks before Christmas break)
 - \$1 per item, attach tag and message from sender
 - Put in announcements so parents can email orders also
- Greenery Sales
 - Request catalog packets from <http://www.sherwoodforestfarms.com/> before November
 - Sales are due early November to guarantee delivery

Conventions

- Fall Leadership in Kearney (One Day) - Officers + 4 members
- State Leadership in Omaha (April, Thursday-Saturday) - all can attend if they fundraise \$150 in greenery
 - Reserve Baymont Hotel in Fall
 - Registration due in February
 - Members compete in 3-5 events

Programs of Work for SLC Ribbons

- Step Up to Tech
- Donation to March of Dimes

St. Paul Public School Destination Imagination Description and Expectation

Student Selection (September/October): Choose up to 7 Sophomores, Juniors, and Seniors and ask them if they want to be a part of the DI team

Practices: Once a week until January then 2-3 times a week until after Regionals/State/Globals

Competitions: Regionals – Feb or March – Saturday (Cozad)

State – April – Saturday (Kearney)

Globals – May – (Nashville, Tennessee)

Team Challenge: Students will select a team challenge from the 7-8 choices given each year. It is up to the students to build/design/write the structure/set/script for the team challenge. Sponsors are just there as advisors and are NOT allowed to help students or give ideas.

Instant Challenge: Sponsors are expected to put together IC for the students to practice each week

Registration: Sponsors are to contact the State/National DI to register the team/teams each year. Paperwork for each competition is found in the set of books that get sent each year after registration with the challenge descriptions in them.

St. Paul High School Student Council Description and Expectations

1. Elections
 - a. Distribute information on eligibility and requirements in Early April
 - b. Check applicants grades
 - c. Distribute the ballots to the class sponsors and help them conduct the elections
 - d. Meet before school ends to discuss what needs to be done before next year

2. Summer Activities
 - a. Order shirts
 - b. Work with Marcia to distribute responsibility list for Welcome Back Lunch
 - c. Order food with Mr. Peters for the Welcome Back Lunch
 - d. Host the Welcome Back Lunch
 - i. Assist in setting up the buffet line
 - ii. All members must stay to help clean the cafeteria

3. 1st Day of School
 - a. Distribute Student Council Shirts
 - b. Members need to wear their shirts and help direct students to their class
 - c. President gives the welcoming at the opening assembly

4. Homecoming
 - a. Set the overall theme and dress-up days
 - i. Inform Mrs. Townsends of the theme at least a month in advance for the newsletter
 - b. Announce the themes to the students and post the rules to the hallway decorating contest
 - c. Order the crown, flowers (Teresa's), and music for the dance
 - d. Select the Prince and Princess from the Kindergarten class
 - e. Conduct elections for King and Queen
 - f. Help Mr. Peters run the parade
 - g. Assist in the crowing ceremony
 - h. Sponsor the dance
 - i. Make all members stay to clean up the cafeteria

5. Holiday Decoration Contest
 - a. Create the rules with STUCO Members
 - b. Announce the competition and prizes
 - c. Select judges
 - d. Make sure the hallways are clean before Holiday Break

6. Jump Rope for Heart

- a. Hold a meeting to create groups and activities
- b. Inform the staff that members will be gone
- c. Assist members in setting up stations

Yearbook: train staff on how to use the program on yearbookavenue.com, choose theme, design cover, put together the order of the yearbook, take pictures at events, design some of the pages (depends on size and responsibility of staff) proofread, sell ads, put announcements in the newsletter and announcements, send out letters to senior parents regarding senior salutes, send out order forms to 9-12 student body, work with Jostens representative, work with co-sponsor (they do all the inputting of information for order forms) keep track of money, distribute yearbooks when they arrive