

AGRICULTURE (HIGH SCHOOL)

GENERAL DESCRIPTION

Oversee Agriculture Education in the District. Manage the District Project Center. Supervise all FFA activities and events. Plan and promote youth participation in Agriculture Education.

DUTIES AND RESPONSIBILITIES

- Responsible for two 300 foot livestock barns, a show barn, and a meeting room.
- Maintain over 125 youth livestock projects.
- Be on call 24/7 to address animal issues or concerns.
- Attend weekly student and parent meetings each Saturday morning at 10:00 am.
- Coordinate all High School FFA activities such as: fundraisers, Fort Worth Exposition and Livestock Show, Tarrant County Junior Livestock Show and Sale, and Windy Ryon Memorial Roping Scholarships.

AVID DISTRICT DIRECTOR

GENERAL DESCRIPTION

The AVID District Director role is to provide leadership and supervision of the AVID college readiness program.

DUTIES AND RESPONSIBILITIES

- Ensure the implementation of the AVID program components according to the AVID methodologies.
- Facilitate the development of site conditions that ensure the implementation of an effective AVID program.
- Provide ongoing support and staff development to AVID college readiness programs/teachers/campus coordinators.
- Periodically visit each AVID school site. (*According to AVID guidelines “a site visit includes AVID classroom observation and coaching of the AVID teacher/campus coordinator, observation of subject area teachers who have participated in AVID staff development, meeting with the AVID site team to facilitate progress toward goals identified in the Site Team Plan, and meeting with principal to promote administrative support for and institutionalization of the AVID program.”*)
- Coordinate monthly AVID meetings.
- Coordinate training and placement of AVID tutors.
- Coordinate attendance at conferences and summer institutes for AVID teacher/campus coordinators and site team members.
- Coordinate the collection of data as requested by the national AVID center.
- Coordinate communication with the AVID Center regarding contract for consulting services and the AVID certification process.
- Demonstrate responsible fiscal use of the AVID program budget.
- Attend AVID District Director training and disseminate information and ideas to staff members.
- Supervise and coordinate curriculum development and utilization of AVID instructional materials district-wide.

BAND DIRECTOR (HIGH SCHOOL)

GENERAL DESCRIPTION

The head director at the high school level is responsible for coordinating and supervising all band activities on the high school campus. This person is also responsible for working closely with the school's feeder middle school band directors and principals. This person is responsible to the Director of Fine Arts for the supervision of all band directors and other personnel pertaining to the campus band department.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to the following:

- Keep the Director of Fine Arts and building principal informed of needs, concerns, and information pertaining to the band program.
- Serve as the head director of the varsity band program and be responsible for organization of the band program throughout the school year including the marching band.
- Make suggestions and recommendations in regards to the betterment of the band program at all high school and middle school feeders.
- Work with the principals in scheduling situations pertaining to the band program.
- Work with the assistant directors in developing a strong non-varsity program.
- Evaluate the band staff at the campus level.
- Attend all school district fine arts meetings and region meetings.
- Know and adhere to all UIL policies. Perform other duties as needed by the principals and Director of Fine Arts.
- Work with the media to promote positive school success throughout the community and state.
- Inventory equipment and have knowledge of all educational needs for a successful program.
- Constantly seek professional development opportunities.
- Attend professional conferences such as TMEA and TBA.
- Provide students with the best opportunity to succeed.
- Provide a constant atmosphere of positive learning.
- Abide by the District contract concerning days worked.

BAND ASSISTANT DIRECTOR (HIGH SCHOOL)

GENERAL DESCRIPTION

The assistant band director at the high school level is responsible for carrying out duties as outlined by the head band director. They are expected to be a participating, cooperative member of the band staff at both the high school and middle school levels.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to the following:

- Assume all responsibilities and duties assigned by the head director.
- Exhibit leadership, organization, and strong relationships within the band program, campus, and school district.
- Encourage students to excel in both the band program and academic arenas.
- Provide students with the best opportunity to succeed in school.
- Produce a positive school climate in both the band and campus.
- Support all curricular and extra-curricular activities.
- Seek opportunities for professional development
- Maintain membership in professional organizations such as TMEA and TBA.
- Abide by the District contract concerning days worked.

CHEERLEADING SPONSOR- VARSITY (HIGH SCHOOL)

GENERAL DESCRIPTION

The head director is responsible for coordinating and supervising all cheer activities on the high school campus. This person is responsible to the principal/Director of Fine Arts for the supervision of all cheer sponsors and other personnel pertaining to the campus department.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to the following:

- Keep the Director of Fine Arts and building principal informed of needs, concerns, and information pertaining to the cheer program.
- Serve as the head director of the varsity cheer program and be responsible for organization of the cheer program throughout the school year.
- Make suggestions and recommendations in regards to the betterment of the cheer program at the high school level.
- Work with principal in scheduling situations pertaining to the cheer program.
- Evaluate the cheer staff at the campus level.
- Know and adhere to all UIL policies.
- Perform other duties as needed by the principal and Director of Fine Arts.
- Work with the media to promote positive school success throughout the community and state.
- Inventory equipment and have knowledge of all educational needs for a successful program.
- Maintain and update the constitution while communicating with the Director of Fine Arts and building principal.
- Constantly seek professional development opportunities.
- Provide students with the best opportunity to succeed.
- Provide a constant atmosphere of positive learning.
- Abide by the District contract concerning days worked.

CHEERLEADING ASSISTANT SPONSOR (HIGH SCHOOL-JUNIOR VARSITY & FRESHMAN)

GENERAL DESCRIPTION

The sponsor will be responsible for carrying out duties as outlined by the varsity cheer sponsor, principal, or Director of Fine Arts. The sponsor shall be a participating member of the cheer staff.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to the following:

- Assume all responsibilities and duties assigned by the varsity sponsor, principal or Director of Fine Arts.
- Exhibit loyalty to the cheer program at the campus level.
- Encourage and support members of the cheer squads in all school activities.
- Constantly promote positive team work.
- Teach and motivate cheer members in a positive manner.
- Attend all athletic and school related cheer activities when possible.
- Be responsible for knowing and carrying out all UIL policies.

CHOIR DIRECTOR (HIGH SCHOOL)

GENERAL DESCRIPTION

The head director at the high school level is responsible for coordinating and supervising all choral activities on the high school campus. This person is also responsible for working closely with the school's feeder middle school choral directors and principals. This person is responsible to the Director of Fine Arts for the supervision of all choral directors and other personnel pertaining to the campus choral department.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to the following:

- Keep the Director of Fine Arts and building principal informed of needs, concerns, and informed pertaining to the choral program.
- Serve as the head director of the varsity choral program and be responsible for organization of the choral program throughout the year.
- Make suggestions and recommendations in regards to the betterment of the choral program at both high school and middle school campus feeders.
- Work with principal in scheduling situations pertaining to the choral program.
- Work with the assistant director in developing a strong non-varsity program.
- Evaluate the choral staff at the campus level.
- Attend all school district fine arts meetings and region meetings.
- Know and adhere to all UIL policies.
- Perform other duties as needed by the principal and Director of Fine Arts.
- Work with the media to promote positive school success throughout the community and state.
- Inventory equipment and have knowledge of all educational needs for a successful program.
- Constantly seek professional development opportunities.
- Attend professional conferences such as TMEA and TCDA.
- Provide students with the best opportunity to succeed.
- Provide a constant atmosphere of positive learning.
- Abide by the District contract concerning days worked.

CHOIR ASSISTANT DIRECTOR (HIGH SCHOOL)

GENERAL DESCRIPTION

The assistant choir director at the high school level is responsible for carrying out duties as outlined by the head choir director. They are expected to be a participating, cooperative member of the choir staff at both the high school and middle school levels.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to the following:

- Assume all responsibilities and duties assigned by the head director.
- Exhibit leadership, organization, and strong relationships within the choral program, campus, and school district.
- Encourage students to excel in both the choral program and academic arenas.
- Provide students with the best opportunity to succeed in school.
- Produce a positive school climate in both the choral and campus activities.
- Support all curricular and extra-curricular activities.
- Seek opportunities for professional development
- Maintain membership in professional organizations such as TMEA and TCDA.
- Abide by the District contract concerning days worked.

Eagle Mountain – Saginaw Independent School District Cosmetology Teacher Extra Period Stipend

General Duties and Responsibilities

- Start morning class at 8:30 am, 35 minutes prior to the normal start time of 9:05 am, to provide the additional class time needed for students to meet the requirement of 1000 hours as prescribed by the Texas Department of Licensing and Regulation.
- Extend the afternoon class to 4:45, 25 minutes after the normal end time of 4:20 pm, to provide the additional class time needed for students to meet the requirement of 1000 hours as prescribed by the Texas Department of Licensing and Regulation.
- Provide opportunities outside the regular school day for students to gain additional/makeup hours to meet requirements to take certification exam
- Provide opportunities outside the regular school day for students to prepare for certification exam if necessary.

DANCE TEAM DIRECTOR (HIGH SCHOOL)

GENERAL DESCRIPTION

The head director is responsible for coordinating and supervising all dance activities on the high school campus. This person is also responsible for working closely with the school's feeder middle school directors and principals. This person is responsible to the Director of Fine Arts for the supervision of all dance directors and other personnel pertaining to the campus dance department.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to the following:

- Keep the Director of Fine Arts and building principal informed of needs, concerns, and information pertaining to the dance program.
- Serve as the head director of the varsity dance program and be responsible for organization of the dance program throughout the year.
- Make suggestions and recommendations in regards to the betterment of the dance program at both high school and middle school campus feeders.
- Work with principal in scheduling situations pertaining to the dance program.
- Work with the assistant director in developing a strong non-varsity program.
- Evaluate the dance staff at the campus level.
- Attend all district fine arts meetings.
- Know and adhere to all UIL policies.
- Perform other duties as needed by the principal and Director of Fine Arts.
- Work with the media to promote positive school success throughout the community and state.
- Inventory equipment and have knowledge of all educational needs for a successful program.
- Maintain and update the constitution while communicating with the Director of Fine Arts and building principal.
- Constantly seek professional development opportunities.
- Attend professional conferences.
- Provide students with the best opportunity to succeed.
- Provide a constant atmosphere of positive learning.
- Abide by the District contract concerning days worked.

DANCE TEAM ASSISTANT DIRECTOR (JUNIOR VARSITY)

GENERAL DESCRIPTION

The sponsor will be responsible for carrying out duties as outlined by the varsity dance sponsor, principal, or Director of Fine Arts. The sponsor shall be a participating member of the dance staff.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to the following:

- Assume all responsibilities and duties assigned by varsity sponsor, principal, or Director of Fine Arts.
- Exhibit loyalty to the dance program at the campus level.
- Encourage and support members of the dance squads in all school activities.
- Constantly promote positive team work.
- Teach and motivate dance members in a positive manner.
- Be responsible for knowing and carrying out all UIL policies.
- Present a positive teaching environment for all dance classes.

DEPARTMENT CHAIR GRADE LEADER (HIGH SCHOOL)

GENERAL DESCRIPTION

Department chair is a faculty member. The department chair is primarily a teacher serving as a leader of their department colleagues. The department chair is a communicator between faculty and administration.

DUTIES AND RESPONSIBILITIES

- Communicate faculty ideas and concerns to the administration.
- Communicate administrative ideas and concerns to the faculty.
- Function as the primary spokesperson of the department.
- Initiate resources and budget requests- provide a way to order supplies needed by the department and get those supplies to the department.
- Lead meetings for the purposes of communicating information, discussing issues, and making decision on department matters.
- Attend meetings of subject groups and be aware of what is happening in all subjects in the department.
- Provide recommendations for teaching positions to the administration when requested.
- Provide support to teaching staff.
- Develop plans for programs that help in the success of students in the subject areas.
- Assign faculty to before and after school programs (i.e. TAKS tutoring)
- Lead discussions for department improvements.

DRAMA ADVISOR (HIGH SCHOOL)

GENERAL DESCRIPTION

The head director at the high school level is responsible for coordinating and supervising all theater activities on the high school campus. This person is also responsible for working closely with the school's feeder middle school theater directors and principals. This person is responsible to the Director of Fine Arts for the supervision of all theater directors and other personnel pertaining to the campus theater department.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to the following:

- Keep the Director of Fine Arts and building principal informed of needs, concerns, and informed pertaining to the theater program.
- Serve as the head director of the theater program and be responsible for organization of the theater program throughout the year.
- Make suggestions and recommendations in regards to the betterment of the theater program at both high school and middle school campus feeders.
- Work with principal in scheduling situations pertaining to the theater program.
- Work with the assistant director in developing a strong theater program.
- Evaluate the theater staff at the campus level.
- Attend all school district fine arts meetings and district UIL meetings.
- Know and adhere to all UIL policies.
- Perform other duties as needed by the principal and Director of Fine Arts.
- Work with the media to promote positive school success throughout the community and state.
- Inventory equipment and have knowledge of all educational needs for a successful program.
- Constantly seek professional development opportunities.
- Attend professional conferences such as TETA.
- Provide students with the best opportunity to succeed.
- Provide a constant atmosphere of positive learning.
- Abide by the District contract concerning days worked.

German American Partnership Program Coordinator (High School)

GENERAL DESCRIPTION

The GAPP Coordinator is responsible for planning, coordinating and supervising both the hosting of visitors from the German exchange school and the visit of EMS-ISD students to the exchange school.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to the following:

- Keep campus administrators, the superintendent, and the district communication department informed of needs, concerns, and activities pertaining to exchange.
- Prepare and submit paperwork including the grant application and other documents to GAPP officials before each visit; submit evaluations afterwards.
- Work with campus and district administrators to schedule the visit of German students and sponsors to EMS-ISD every other year.
- Find appropriate homes for the German visitors every other year.
- Arrange activities and funding for group activities for the German visitors.
- Conduct parent and student meetings in preparation for the visitors.
- Assist German school officials in arranging travel in Texas: transportation to and from airport, accommodations and travel after the visit in EMS-ISD.
- Recruit students for the visit to Germany every other year.
- Arrange intercontinental flight and travel within Germany for district students.
- Select destination for travel subsequent to the exchange; arrange lodging, food, and activities for the EMS-ISD travelers.
- Prepare budget for the exchange visit and revise as needed.
- Collect and document payments.
- Coordinate with financial office to send funds to Germany, pay for flight and other costs, and document expenses.
- Serve as chaperone for student travelers throughout the trip; arrange additional chaperones as needed.
- Arrange medical and liability insurance for student travelers and sponsors; deal with medical emergencies.
- Conduct parent and student meetings in preparation for travel to Germany.
- Create and collect paperwork including behavior contract, medical release, publicity release, and passport information.
- Coordinate the program with counterpart in Germany.
- Submit receipts and detailed accounting of funds to financial office.

Gold Standard (HIGH SCHOOL)

GENERAL DESCRIPTION

The Gold Standard Advisor is the faculty member responsible for the day-to-day supervision of the group, as well as, act as the liaison between the school and the community.

DUTIES AND RESPONSIBILITIES

- Responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students and community.
- Responsible for maintaining files on membership, organization history, activities, such as service projects and financial transactions and reporting to the national office that information.
- Responsible for meeting at least monthly with executive committee (advisors and officers), as well as, hold monthly meetings with the members to work on service projects and community activities.
- Responsible for reviewing regularly each chapter member for compliance with Society standards and obligations.
- Oversee the officers and help them carry out their duties.
- Attends all service projects during and after school hours.
- Serve as a non-voting member of the Faculty Council and responsible for scheduling regular meetings with the group for purposes of selecting members, considering appeals, dismissals, and other disciplinary cases.
- Responsible for developing, and revising, when necessary, all chapter procedures for selection, discipline, and dismissal of members.
- Responsible for organizing and implementing the selection and induction for selected members.
- Acts as the liaison between the organization and local members in helping solicit scholarships for the members.

NATIONAL HONOR SOCIETY (HIGH SCHOOL)

GENERAL DESCRIPTION

The National Honor Society Advisor is the faculty member responsible for the day-to-day supervision of the chapter, as well as, act as the liaison between the school and the community.

DUTIES AND RESPONSIBILITIES

- Responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students and community.
- Responsible for maintaining files on membership, chapter history, activities, such as service projects and financial transactions and reporting to the national office that information.
- Responsible for meeting at least monthly with executive committee (advisors and officers), as well as, hold monthly meetings with the members to work on service projects and community activities.
- Responsible for reviewing regularly each chapter member for compliance with Society standards and obligations.
- Oversee the chapter officers and help them carry out their duties.
- Attends all chapter service projects during and after school hours.
- Serve as a non-voting member of the Faculty Council and responsible for scheduling regular meetings with the Council for purposes of selecting members, considering appeals, dismissals, and other disciplinary cases.
- Responsible for developing, and revising, when necessary, all chapter procedures for selection, discipline, and dismissal of members.
- Responsible for organizing and implementing the selection and induction for selected members.
- Acts as the liaison between the National organization and local members in helping solicit scholarships for the members.

NEWSPAPER ADVISOR (HIGH SCHOOL)

GENERAL DESCRIPTION

Newspaper advisor assists students in putting together four issues per year.

DUTIES AND RESPONSIBILITIES

- Sets deadlines for students
- Assists news editor in assigning beats to students
- Proofreads articles
- Assists news editor in designing newspaper layout
- Submits newspaper for principal approval
- Creates hard copy using school vendor
- Creates electronic copy for school website

SPEECH/ASSISTANT DRAMA (HIGH SCHOOL)

GENERAL DESCRIPTION

The assistant theater director at the high school level is responsible for carrying out duties as outlined by the head theater director. They are expected to be a participating, cooperative member of the theater staff at both the high school and middle school level.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to the following:

- Assume all responsibilities and duties assigned by the head director.
- Exhibit leadership, organization, and strong relationships within the theater program, campus, and school district.
- Encourage students to excel in both the theater program and academic arenas.
- Provide students with the best opportunity to succeed in school.
- Produce a positive school climate in both the theater and campus activities.
- Support all curricular and extra-curricular activities.
- Seek opportunities for professional development.
- Maintain membership in professional organizations such as TETA.
- Abide by the District's contract concerning days worked.

SPIRIT TECH SPONSOR (HIGH SCHOOL)

GENERAL DESCRIPTION

The varsity spirit tech sponsor at the high school campus is responsible to coordinate activities concerning the Rough Rider Posse/Blue Crew. This person is also responsible for supervision of all sponsors working within the organization. This person is responsible to the principal and Director of Fine Arts concerning all matters pertaining to these organizations.

DUTIES AND RESPONSIBILITIES

- Keep the Director of Fine Arts and building principal informed of needs and problems within the program.
- Serve as the sponsor and be responsible for organization of the program throughout the entire year.
- Make suggestions and recommendations in regards to program needs on their campus.
- Work with the principal in scheduling all activities.
- Work with the campus faculty and develop a positive working relationship.
- Work with the J.V. and freshman sponsors in coordinating games, events, and activities.
- Be responsible for knowing and carrying out all UIL policies.
- Attend all athletic and other events when possible.
- Be able to perform any other duties which may be assigned by the building principal.
- Inventory equipment and keep the building principal and Director of Fine Arts aware of the educational needs for the program.
- Provide positive leadership to the squad.
- Promote team unity and spirit.
- Teach and motivate in a positive manner.

STEP TEAM SPONSOR (HIGH SCHOOL)

GENERAL DESCRIPTION

The head director is responsible for coordinating and supervising all step team activities on the high school campus. This person is responsible to the principal and Director of Fine Arts for the supervision of all step team directors and other personnel pertaining to the campus step team department.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to the following:

- Keep the Director of Fine Arts and building principal informed of needs, concerns, and information pertaining to the step team program.
- Serve as the head director of the step team program and be responsible for organization of the step team program throughout the school year.
- Make suggestions and recommendations in regards to the betterment of the step team program.
- Work with principal in scheduling situations pertaining to the step team program.
- Know and adhere to all UIL policies.
- Perform other duties as needed by the principal and Director of Fine Arts.
- Work with the media to promote positive school success throughout the community and state.
- Inventory equipment and have knowledge of all educational needs for a successful program.
- Maintain and update the constitution while communicating with the Director of Fine Arts and building principal.
- Constantly seek professional development opportunities.
- Attend professional conferences such as the North Texas Step Team Association.
- Provide students with the best opportunity to succeed.
- Provide a constant atmosphere of positive learning.
- Schedule tryouts each year.
- Create and implement all fundraisers.
- Schedule the awards banquet each year.
- Schedule and make arrangements for competitions throughout the year.

STUDENT COUNCIL ADVISOR (HIGH SCHOOL)

GENERAL DESCRIPTION

The Student Council advisor develops leadership in student council members through delegation of duties and responsibilities. Being an advisor means being a resource person, a leader, a good example, a unique representative of students to faculty and administration. It is advising and coordinating all phases of the council program while making it a learning experience for those involved and an integral part in the school program.

DUTIES AND RESPONSIBILITIES

- Conduct officer elections and new member selection each spring for the upcoming school year
- Attend week long Texas Association of Student Councils leadership workshop in the summer with students (If more than 15 students are interested in attending, consider two workshops.)
- Provide local workshop/planning session to develop methods of operation and skill training
- Set goals and activities for the year
- Organize committee structure within the council
- Attend meetings with executive board prior to each regular council meeting to prepare agenda
- Attend regular meetings of the full council
- Sponsor school activities such as:
 - School spirit/pride (dress up days, door decoration contests)
 - Social activities (Homecoming dance, Snowball dance)
 - Elections
 - Staff appreciation (monthly breakfasts, B.Y.O.B.)
 - New student orientation
 - Open House
 - Awareness/education- drugs, alcohol, safety, health
 - Energy and environment
 - Homecoming activities (parade, alumni activities)
- Community activities such as:
 - Canned food drive
 - Christmas gift drive
 - Nursing home visits
 - Crafts with patients at Cook Children's Hospital
 - Ronald McDonald House
- Participate in District, State, and National activities such as:
 - Attend TASC District Conferences with students (fall and spring)
 - Attend TASC District Overnighter retreat with students (December)
 - Attend TASC Advanced workshops with students (January and February)
 - Attend TASC Annual Conference with students (April)
 - Complete and submit all TASC state report forms. Use results as evaluation tool for year's progress
 - Encourage students to present small group workshops at all conferences
 - Encourage students to apply for junior counselor for summer and advanced workshops
 - Attend TASC Advisors' Workshop for training and networking
 - Attend NASC conference with students (June)

UIL ACADEMIC SPONSOR- SPEECH/DEBATE (HIGH SCHOOL)

GENERAL DESCRIPTION

Each event, i.e. CX debate, Persuasive Speaking and Informative Speaking follows a set of criteria that must be taught, practiced and followed for each competition. Students who are competing in CX may also compete in either Persuasive or Informative Speaking. Education is provided beyond classroom curriculum which teaches life skills to students through speaking events.

DUTIES AND RESPONSIBILITIES

- Recruit/Build a team
 - Put memo in teacher's boxes asking for recommendations
 - Create announcements/ posters for putting up in school
 - Send parent letters inviting them to be on the team
 - Talk to AP and preAP classes to encourage participation
 - Create a squad information packet
- Teach Students how to Debate...I teach them to:
 - Analyze the resolution
 - Research the topic
 - Debate format
 - Write an affirmative case
 - Negative strategy
 - Know all of the speaker responsibilities (they will experience all of them)
 - How to flow (write down what the other person is saying)
 - Cross examine with confidence
- Prepare for tournament
 - Hold 2-3 weekly practices (30-60 min each)
 - Gather student info and keep on file
 - Post tournament date and events
 - Arrange for transportation to and from meet
 - Submit names and events to UIL coordinator
 - Hand out and receive back permission slips
 - During the week prior to tournament each student will perform to me
 - Teach research skills/how to use library reference area and databases
 - Teach students what a "credible" source is
 - During practice, gather current informative and persuasive topics
 - During CX practice gather current info on topic "poverty in the US"
 - Research topic and current events
 - Organize all information in file folders and crates
 - Provide guidance on how to keep and organize all information and articles into a manageable system where they can have easy access to it during meets
 - Make sure all supplies are available: pens, legal pads, pencils, stopwatch etc.
- At the tournament
 - Make sure students know where the common area is

- Arrange meeting times and places
- Register students
- Check in with judges/or judge when necessary to get necessary information
- Make sure to get the info book
- After registration meet with students and tell them when they are up
- Pick up contestant ballots
- Keep up with student's whereabouts during the day
- Be prepared to judge if asked to do so
- After the tournament
 - Collect all ballots from hospitality room
 - Make sure all tubs and files are loaded on bus
 - Has students contact parents while on the ride home
 - Publicize squad's success via announcements and local papers
 - Analyze judge's ballots and distribute to students
 - Teach students how to "rewrite" what they flowed in order to build a stronger case for the next meet

UIL ACADEMIC TEAM SPONSOR (HIGH SCHOOL)

GENERAL DESCRIPTION

The contest sponsor's role is to recruit and inform the participants on all protocols and prerequisites to participate in events for UIL with success in their prescribed topic.

DUTIES AND RESPONSIBILITIES

- Recruit students to participate
- Hold practices at least twice a month if not weekly
- Provide rosters of participants with events to the coordinator
- Attend a majority of the individual meets on weekends when scheduled and participants are competing in the specific topic area
- Attend the District meet (if students qualify-also Regional and State meets)
- Collect and provide resources that will assist participants in being more successful at meets
- Corroborate with students to amplify their strengths

UIL COORDINATOR (HIGH SCHOOL)

GENERAL DESCRIPTION

The goal of the coordinator is to coordinate, encourage, support and motivate the faculty sponsors and student participants in UIL academic events.

DUTIES AND RESPONSIBILITIES

- Set-up all necessary arrangements to attend meets (ex. Rosters for participants with events, handle the acquisition and dissemination of meal money, arrange transportation, lodging when necessary, registration before and at the event, distribute maps of location, walk students to events, grade tests, judge, carry all necessary/allowed resources for competition and drive in most cases)
- Attend meetings at the district level at least annually
- Schedule meets to attend and give the information to sponsors to pass along to the participants
- Set-up a calendar of deadlines for entries
- Assist the sponsors in ordering materials
- Assist the participants in finding the event(s) that best suits their strengths
- Recruitment of participants and sponsors for each event
- Check eligibility for District competition for the participants
- Get all necessary and required forms to all sponsors

YEARBOOK ADVISOR (HIGH SCHOOL)

GENERAL DESCRIPTION

The yearbook advisor monitors, advises, and assists in the creation of the yearbook.

DUTIES AND RESPONSIBILITIES

- Monitors student deadlines
- Teaches the use of various publishing programs including InDesign, Studioworks, and Adobe Photoshop
- Proofreads every page and submits them for principal approval
- Attends various school functions before and after school to take pictures when students are not available
- Schedules and arranges student photo days
- Works as a liaison between school and vendors
- Sells yearbooks and ad space to students and local businesses
- Distributes student pictures
- Distributes yearbooks

AP Teacher Stipend Job Description

General

The AP Teacher is responsible for providing preparation sessions either after school or on Saturdays to ensure students are prepared for the AP exam. In addition, the AP teacher will assist in the summer for four days **with data analysis and instructional strategy planning and evaluation for AP and Pre-AP courses**. The AP teacher will participate in AP Parent Nights and other activities to promote the Advanced Placement Program in the District. The District supports any AP teacher that seeks to become an AP Reader.

- A. Support the EM-S ISD open access policy to expand access and awareness to increase enrollment in AP for all students and students from diverse ethnic backgrounds.
- B. Provide targeted support to increase the percentage of all students and students from diverse ethnic backgrounds completing AP courses.
- C. Promote the AP exam to increase the percentage of all students and students from diverse ethnic backgrounds taking AP exams.
- D. Use AP exam data and AP reports to analyze and improve student performance.
- E. Annually set individual student and class performance goals.
- F. Attend AP teacher trainings as scheduled.
- G. Provide an AP exam prep program outside of the school day as approved by the supervisor.

Special Duties and Responsibilities

Duties and responsibilities include but are not restricted to the following:

1. Keep the campus principal and Director of Advanced Academics informed of needs, concerns and information related to the AP course.
2. Promote the AP program by attending parent meetings and student recruitment meetings as required.
3. Will provide after school and Saturday preparation sessions as designated by the campus principal and Director of Advanced Academics.
4. Will participate on days set by the Director of Advanced Academics in data analysis, planning, and evaluation for four days in the summers or during off contract time during the fall.
5. Attend AP training as outlined by the campus principal or Director of Advanced Academics.
6. Collaborate with Pre-AP/AP teachers to ensure a clear vertical alignment for curriculum to ensure student success.

Stipend: Youth and Government Sponsor

Responsibilities

- Regular meetings to prepare for Youth and Government Competition
- Escalated recruitment
- Transport to Youth and Government Competition
- Transport to Model United Nations
- Assistance with CONA presentation (if applicable)
- Overnight travel will be required for some competitions.
- Work with the YMCA in partnership to build the program and offer opportunities for our students to participate in the competitions and events in leadership and government

Total Stipend:

Middle School: \$500

High School: \$1,000

Renaissance Sponsor

GENERAL DESCRIPTION:

The sponsor is responsible for following the philosophy of the Renaissance National Program in developing character development, school spirit, celebrations of success (academic, athletic, fine arts), school rallies, and weekly themes. The purpose of this position is to build a school culture of celebration and focus on student positivity.

Stipend:

Yearly- \$2000 (\$1000 paid in December/\$1000 paid in May)

DUTIES AND RESPONSIBILITIES:

- Organize Celebration Rallies
- Communicate with students and sponsors involved in rallies
- Develop themes and implement within hallways and gymnasium
- Develop videos for rallies, events, and social media
- Plan teacher celebrations and incentives
- Plan student celebrations and incentives
- Brand school culture on social media and website
- Utilize the Harbor videos into classrooms with character lessons
- Be the campus point person for Renaissance for communications
- Develop presentation and apply to present for Renaissance conference each summer.
- Attend summer Renaissance learning to gain new ideas for the following year

Supervisor:

Campus Administrator over Renaissance Program