



Job Description

Serving Bedford, Bedford Heights, Oakwood Village, Walton Hills

Position Title: PEP Band Advisor

Location: Heskett Middle School

Position Type: Supplemental

Responsible To: Building Principal

Contract Amount: Category D

Purpose:

The purpose of the PEP Band is to perform at Heskett Middle School athletic and school events, including, but not limited to, football games, basketball games, PEP rallies, and more.

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university preferred
- Teaching Certificate or Licensure preferred
- Good moral character
- Works effectively with students
- Knowledgeable on the activity based on professional credentials or work experience.
- Knowledgeable on Board of Education policies and school practices.
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

General Responsibilities:

- Goals and Objectives for financial requirements (if applicable) must be completed.
- Supervises the program so that the goals and objectives are observed.
- Understands the purpose of the supplemental activity and works within the stated purpose of the club.
- Utilizes funds while working within the guidelines of the treasurer and the Board of Education.
- Handles all discipline.
- Ensures that students are not left alone after the club is concluded and that they have knowledge of the arrangements that were made between the parents and/or caregivers and the club member (student).

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-AN EQUAL OPPORTUNITY EMPLOYER-

- Communicates in writing and/or by phone any pertinent information that the parent may need or wishes to know relative to the club or activity.
- A complete roster of students in the organization/club.
- Attendance records of organization/club members.
- Parent permission slips (if applicable).
- Student eligibility records.
- A reflection of the overall outcome of your club or organization.
- It is the responsibility of the person holding the supplemental to make arrangements with their evaluator to go over the above information.
- Ensuring student IEP reasonable accommodations are met in alignment to the IEP goals
- Perform other duties as assigned by the Building Principal/Superintendent/designee

Required Knowledge, Skills and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills

Time commitment/responsibilities:

- Weekly/Monthly meeting with student and parent leaders/ members (approx. 4-10 hours per month minimum)
- At a minimum, 1 practice for 4 weeks leading up to the first athletic event to build positive rapport with the Varsity and JV Cheerleading team, to learn cheers and chants, and team bonding.
- Planning time, after school hours, for fundraisers (time varies)
- Fundraisers, after school and/or weekends
- Planning time, after school hours, for class events (time varies)
- Attend planned activities, class events, after school and/or weekends in order to take pictures
- Time designated to collect fees – outside of school work hours
- Time designated to complete paperwork – outside of school hours

Equipment Operated:

- Computer/printer
- Telephone
- Copier
- Calculator
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Evening/weekend/summer work

- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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