

Catasauqua Area School District

Extra-Curricular Positions Job Descriptions

Position: Faculty Manager of Athletics & Extra-Curricular Activities

Stipend: \$3,451

Job Description - The Faculty Manager of Athletics serves as the assistant to the Director of Student Activities. He/she assists the Director of Student Activities in the administration of student activities related to athletics and is expected to cover activities in the event of the Director of Student Activities absence. This person should have previous experience in athletics as a participant, coach or athletic director and should be available year-round.

Major duties include:

1. Assist the Director of Student Activities in covering athletic events, sign in and pay officials, check safety of facilities used, assist auxiliary workers at athletic events.
2. Provide input in developing schedules and programs relating to the athletic programs.
3. In absence of the Director of Student Activities determine the feasibility of conducting, postponing or canceling athletic contests in the event of inclement weather or other unforeseen circumstances. Contact coaches, officials involved in contests.
4. Assist the Director of Student Activities in delivering tickets and cash boxes to charged athletic events.
5. Assist the Director of Student Activities in retrieving tickets and cash boxes to safe in the high school office.
6. Cover any unforeseen circumstances which may arise during the course of athletic events. Assist the Director of Student Activities in writing an end of year report summarizing activities. Perform duties as assigned by the administration within the confines of this description.

Position: Head Football Coach

Stipend: \$6,100

Job Description – The Head Football Coach is responsible for the organization and administration of the assistant coaches and the participants at the varsity, junior varsity and the junior high levels of competition. This person should have football playing experience and football coaching experience.

Major duties include: 1.) Organize pre-season activities (PIAA permission card for each player, player physicals by physician, insurance forms for each player, conducts meetings, prepares roster, selects and instructs managers, distributes and enforces training and eligibility rules, issues equipment and keep equipment in good condition). 2.) Prepare eligibility lists for the Director of Student Activities. 3.) Checks building and/or practice area at close of each session. 4.) Cooperates with the Director of Student Activities. 5.) Organizes and monitors practice sessions. 6.) Checks back all equipment and supplies at close of the season and returns to the Director of Student Activities (prepares equipment for reconditioning, sends equipment to reconditioner, does inventory of equipment upon return from reconditioners, prepares budget requisitions for his sport on Director of Student Activities timetable). 7.) Organizes the coaching staff during the season and the off-season for specific tasks. 8.) Conducts off-season meetings for information and necessary forms for participants and coaches. 9.) Organizes and conducts scouting responsibilities during the season. 10.) Selects and instructs managers. 11.) Write an end of year report summarizing activities. 12.) Perform duties as assigned by the administration within the confines of this description.

Position: Assistant Football Coach

Stipend: \$3,520

Job Description – The Assistant Football Coach is responsible for carrying out duties assigned by the Head Football Coach at his particular level of responsibility during the season and the off-season. This person should have some football playing and coaching experience.

Major duties include:

1. The organization of participants at the assigned level of competition.
2. Attend daily practice sessions and meetings of the coaching staff.
3. Assist in the off-season programs.
4. Cooperate with the Director of Student Activities.
5. Organize simple forms and documents when needed.
6. Carry out scouting responsibilities
7. Assist the Head Coach in writing an end of year report summarizing activities.
8. Perform duties as assigned by the administration within the confines of this description.

Position: Head Field Hockey Coach

Stipend: \$5,399

Job Description – The Head Field Hockey Coach is responsible for the organization and administration of the assistant coaches and the participants at the varsity, junior varsity and the junior high levels of competition. This person should have Field Hockey playing experience and Field Hockey coaching experience.

Major duties include: 1.) Organize pre-season activities (PIAA permission card for each player, player physicals by physician, insurance forms for each player, conducts meetings, prepares roster, selects and instructs managers, distributes and enforces training and eligibility rules, issues equipment and keep equipment in good condition). 2.) Prepare eligibility lists for the Director of Student Activities. 3.) Checks building and/or practice area at close of each session. 4.) Cooperates with the Director of Student Activities. 5.) Organizes and monitors practice sessions. 6.) Checks back all equipment and supplies at close of the season and returns to the Director of Student Activities (prepares equipment for reconditioning, sends equipment to reconditioner, does inventory of equipment upon return from reconditioners, prepares budget requisitions for his sport on Director of Student Activities timetable). 7.) Organizes the coaching staff during the season and the off-season for specific tasks. 8.) Conducts off-season meetings for information and necessary forms for participants and coaches. 9.) Organizes and conducts scouting responsibilities during the season. 10.) Selects and instructs managers. 11.) Write an end of year report summarizing activities. 12.) Perform duties as assigned by the administration within the confines of this description.

Position: Assistant Field Hockey Coach

Stipend: \$2,671

Job Description – The Assistant Field Hockey Coach is responsible for carrying out duties assigned by the Head Field Hockey Coach at his particular level of responsibility during the season and the off-season. This person should have some Field Hockey playing and coaching experience.

Major duties include:

1. The organization of participants at the assigned level of competition.
2. Attend daily practice sessions and meetings of the coaching staff.
3. Assist in the off-season programs.
4. Cooperate with the Director of Student Activities.
5. Organize simple forms and documents when needed.
6. Carry out scouting responsibilities
7. Assist the Head Coach in writing an end of year report summarizing activities.
8. Perform duties as assigned by the administration within the confines of this description.

Position: Head Boys'/Girls' Soccer Coach

Stipend: \$5,399

Job Description – The Head Soccer Coach is responsible for the organization and administration of the assistant coaches and the participants at the varsity, junior varsity and the junior high levels of competition. This person should have Soccer playing experience and Soccer coaching experience.

Major duties include: 1.) Organize pre-season activities (PIAA permission card for each player, player physicals by physician, insurance forms for each player, conducts meetings, prepares roster, selects and instructs managers, distributes and enforces training and eligibility rules, issues equipment and keep equipment in good condition). 2.) Prepare eligibility lists for the Director of Student Activities. 3.) Checks building and/or practice area at close of each session. 4.) Cooperates with the Director of Student Activities. 5.) Organizes and monitors practice sessions. 6.) Checks back all equipment and supplies at close of the season and returns to the Director of Student Activities (prepares equipment for reconditioning, sends equipment to reconditioner, does inventory of equipment upon return from reconditioners, prepares budget requisitions for his sport on Director of Student Activities timetable). 7.) Organizes the coaching staff during the season and the off-season for specific tasks. 8.) Conducts off-season meetings for information and necessary forms for participants and coaches. 9.) Organizes and conducts scouting responsibilities during the season. 10.) Selects and instructs managers. 11.) Write an end of year report summarizing activities. 12.) Perform duties as assigned by the administration within the confines of this description.

Position: Assistant Boys'/Girls' Soccer Coach

Stipend: \$2,671

Job Description – The Assistant Soccer Coach is responsible for carrying out duties assigned by the Head Soccer Coach at his particular level of responsibility during the season and the off-season. This person should have some soccer playing and coaching experience.

Major duties include:

1. The organization of participants at the assigned level of competition.
2. Attend daily practice sessions and meetings of the coaching staff.
3. Assist in the off-season programs.
4. Cooperate with the Director of Student Activities.
5. Organize simple forms and documents when needed.
6. Carry out scouting responsibilities
7. Assist the Head Coach in writing an end of year report summarizing activities.
8. Perform duties as assigned by the administration within the confines of this description.

Position: Head Girls' Volleyball Coach

Stipend: \$3,510

Job Description – The Head Volleyball Coach is responsible for the organization and administration of the assistant coaches and the participants at the varsity, junior varsity and the junior high levels of competition. This person should have volleyball playing experience and volleyball coaching experience.

Major duties include: 1.) Organize pre-season activities (PIAA permission card for each player, player physicals by physician, insurance forms for each player, conducts meetings, prepares roster, selects and instructs managers, distributes and enforces training and eligibility rules, issues equipment and keeps equipment in good condition). 2.) Prepare eligibility lists for the Athletic Director. 3.) Checks building and/or practice area at close of each session. 4.) Cooperates with the Athletic Director. 5.) Organizes and monitors practice sessions. 6.) Checks back all equipment and supplies at close of the season and returns to the A.D. (prepares equipment for reconditioning, sends equipment to reconditioner, does inventory of equipment upon return from reconditioners, prepares budget requisitions for his sport on Athletic Director's timetable). 7.) Organizes the coaching staff during the season and the offseason for specific tasks. 8.) Conducts off season meetings for information and necessary forms for participants and coaches. 9.) Organizes and conducts scouting responsibilities during the season. 10.) Selects and instructs managers. 11.) Writes an end of year report summarizing activities. 12.) Perform duties as assigned by the administration within the confines of this description.

Position: Assistant Girls' Volleyball Coach

Stipend: \$1,889

Job Description - The Assistant Volleyball Coach is responsible for carrying out duties assigned by the Head Volleyball Coach at his/her particular level of responsibility during the season and the off-season. This person should have some volleyball playing and coaching experience.

Major duties include:

1. The organization of participants at the assigned level of competition.
2. Attend daily practice sessions and meetings of the coaching staff.
3. Assist in the off-season programs.
4. Cooperate with the Athletic Director.
5. Organize simple forms and documents when needed.
6. Carry out scouting responsibilities
7. Assist the Head Coach in writing an end of year report summarizing activities.
8. Perform duties as assigned by the administration within the confines of this description.

Position: Head Cross Country Coach

Stipend: \$3,510

Job Description - The Cross Country Coach: 1.) Should have an interest in running. 2.) Will monitor practice. 3.) Start, judge and score home meets. 4.) Set-up and take down the home course. 5.) Budget for sport and uniforms and keep an inventory of uniforms. 6.) Complete an end of year report of the season. 7.) Organizes pre-season activities (PIAA permission card for each player, player physicals by physician, insurance forms for each player, conducts meetings, prepares roster, selects and instructs managers, distributes and enforces training and eligibility rules, issues equipment and keeps equipment in good condition). 8.) Properly equips each participant. 9.) Perform duties as assigned by the administration within the confines of this description.

Position: Assistant Cross Country Coach

Stipend: \$1,889

Job Description - The Assistant Cross Country Coach is responsible for carrying out duties assigned by the Head Cross Country Coach at his/her particular level of responsibility during the season and the off-season. This person should have some cross country playing and coaching experience.

Major duties include:

1. The organization of participants at the assigned level of competition.
2. Attend daily practice sessions and meetings of the coaching staff.
3. Assist in the off-season programs.
4. Cooperate with the Athletic Director.
5. Organize simple forms and documents when needed.
6. Carry out scouting responsibilities
7. Assist the Head Coach in writing an end of year report summarizing activities.
8. Perform duties as assigned by the administration within the confines of this description.

Position: Football Cheerleading Head Coach

Stipend: \$2,000

Job Description

Major duties include: 1.) organize tryouts, 2.) fund raisers, 3.) set up accounting with administration, 4.) budgets, 5.) knowledge of rules and regulations, 6.) make arrangements for pictures, 7.) distribute and collect uniforms, send to cleaners, 8.) organize and monitor all practice sessions, 9.) attend all varsity and junior varsity football games, 10.) at end of marking period check all report card grades for eligibility, 11.) write an end of year report, 12.) cooperate with Director of Student Activities.

Position: Football Cheerleading Assistant Coach

Stipend: \$1,000

Job Description

Major duties include:

1. Organize tryouts
2. Fund raisers
3. Set up accounting with administration
4. Budgets
5. Knowledge of rules and regulations
6. Make arrangements for pictures
7. Distribute and collect uniforms, send to cleaners
8. Organize and monitor all practice sessions
9. Attend all varsity and junior varsity football games
10. Cooperate with Director of Student Activities.

Position: Marching Unit Director

Stipend: \$3,873

Job Description: The Marching Unit Director is responsible for the entire marching program.

Major duties include: 1.) development of a Fall Marching Show, 2.) counseling of students when they make their yearly schedule, 3.) scheduling after school and evening rehearsals and meetings, 4.) scheduling after school and evening rehearsals and meetings, 5.) developing a repertoire of music so that the organization may fulfill reasonable requests, 6.) assist in the selection of all supplies and equipment, 7.) distribute supplies and equipment as needed, 8.) maintain and updating an annual inventory of all supplies and equipment, 9.) submission of budget requisitions, 10.) instructing students in the proper care of uniforms, 11.) maintenance of the financial records in accordance with District policy, 12.) march and play at all home and away football games, 13.) responsibility for the behavior of all students and staff at all events, 14.) work with the marching staff in writing an end of the year report summarizing activities, 15.) perform duties as assigned by the administration within the confines of this description.

Position: Marching Band Music Coordinator (Percussion)

Stipend: \$1,140

Job Description: The Marching Band Music Coordinator will work with the Music Assistant and the Band Director in preparation for and completion of the Marching Band Field Show. This person should have previous marching experience, an experiential background in a variety of music genre, knowledge of the marching band idiom as it relates to design, marching, and music, an ability to take orders as well as delegate responsibility, and have an ability to work with and relate to students and parents.

Major duties include: 1.) work with Band Director to design and teach a competitive marching show, 2.) teach a variety of exercises as a warm-up skill prior to the beginning of practice, 3.) assist with end of year inventory of all uniforms and equipment, 4.) assist the Director in establishing a winter training program for interested members, 5.) prepare uniforms for distribution to band members, 6.) assign equipment to and keep a record of all equipment being used, 7.) prepare an annual inventory of all equipment and assist the Band Director with ordering for the following year, 8.) work with Band Director in writing an end of year report summarizing activities, 9.) perform duties as assigned by the administration within the confines of this description.

Position: Marching Band Visual Coordinator

Stipend: \$1,140

Job Description: The Marching Band Visual Coordinator will work with the Music Assistant and the Band Director in preparation for and completion of the Marching Band Field Show. This person should have previous marching experience, an experiential background in a variety of music genre, knowledge of the marching band idiom as it relates to design, marching, and music, an ability to take orders as well as delegate responsibility, and have an ability to work with and relate to students and parents.

Major duties include: 1.) work with Band Director to design and teach a competitive marching show, 2.) teach a variety of exercises as a warm-up skill prior to the beginning of practice, 3.) assist with end of year inventory of all uniforms and equipment, 4.) assist the Director in establishing a winter training program for interested members, 5.) prepare uniforms for distribution to band members, 6.) assign equipment to and keep a record of all equipment being used, 7.) prepare an annual inventory of all equipment and assist the Band Director with ordering for the following year, 8.) work with Band Director in writing an end of year report summarizing activities, 9.) perform duties as assigned by the administration within the confines of this description.

Position: Marching Band Front Coordinator

Stipend: \$2,280

Job Description: The Marching Band Front Coordinator will work with the Band Director and the Band Front Assistant in preparation for and completion of the Marching Band Field Show. This person should have previous marching experience, knowledge of the marching band idiom as it relates to design, marching, and band front, have an ability to take orders as well as delegate responsibility, and have an ability to work with a relate to students and parents.

Major duties include: 1.) work with band director to design and teach a competitive band front routine, 2.) teach a variety of equipment skills as a warm-up skill prior to the beginning of practice, 3.) assist with end of year inventory of all uniforms and equipment, 4.) assist the Director in establishing a winter training program for interested members, 5.) prepare uniforms for distribution to band members, 6.) assign equipment to and keep a record of all equipment being used, 7.) prepare an annual inventory of all equipment and assist the Band Director with ordering for the following year, 8.) work with Band Director in writing an end of year report summarizing activities, 9.) perform duties as assigned by the administration within the confines of this description.

Position: Marching Band Front Assistant

Stipend: \$2,166

Job Description: The Marching Band Front Assistant will work with the Music Coordinator and the Band Director in preparation for and completion of the Marching Band Field Show. This person should have previous marching experience, an experiential background in a variety of music genre, knowledge of the marching band idiom as it relates to design, marching, and music, an ability to take orders as well as delegate responsibility, and an ability to work with and relate to students as well as parents.

Major duties include: 1.) work with the Band Director to design and teach a competitive marching show, 2.) teach a variety of exercises as a warm-up skill prior to the beginning of practice, 3.) assist with end of year inventory of all uniforms and equipment, 4.) assist the Director in establishing a winter training program for interested members, 5.) prepare uniforms for distribution to band members, 6.) assign equipment to and keep a record of all equipment being used, 7.) prepare an annual inventory of all equipment and assist the Band Director with ordering for the following year, 8.) work with Band Director in writing an end of year report summarizing activities, 9.) perform duties as assigned by the administration within the confines of this description.

Position: Pep Band Advisor**Stipend: \$600****Job Description**

1. Under direct supervision of the Director of Student Activities and the CHS Principal
2. Organize a pep band with a maximum of 15 members
3. Attend a total of 12 home boys and girls basketball games and home wrestling matches during the winter sports seasons
4. Follow Colonial League, District XI and PIAA rules in regards to pep bands
5. Advisor is responsible for the behavior of all students and staff at all events
6. Attend additional Colonial League, District XI and PIAA events during other sports seasons, at the request of the CHS Administration
7. Work in conjunction with the basketball and wrestling cheerleading squad and coaches
8. Perform duties as assigned by the administration within the confines of this description

Position: Head Boys'/Girls Basketball Coach**Stipend: \$5,700**

Job Description - The Head Basketball Coach is responsible for the organization and administration of the assistant coaches and the participants at the varsity, junior varsity and the junior high levels of competition. This person should have Basketball playing experience and Basketball coaching experience.

Major duties include: 1.) Organize pre-season activities (PIAA permission card for each player, player physicals by physician, insurance forms for each player, conducts meetings, prepares roster, selects and instructs managers, distributes and enforces training and eligibility rules, issues equipment and keep equipment in good condition). 2.) Prepare eligibility lists for the Director of Student Activities. 3.) Checks building and/or practice area at close of each session. 4.) Cooperates with the Director of Student Activities. 5.) Organizes and monitors practice sessions. 6.) Checks back all equipment and supplies at close of the season and returns to the Director of Student Activities (prepares equipment for reconditioning, sends equipment to reconditioner, does inventory of equipment upon return from reconditioners, prepares budget requisitions for his sport on Director of Student Activities timetable). 7.) Organizes the coaching staff during the season and the off-season for specific tasks. 8.) Conducts off-season meetings for information and necessary forms for participants and coaches. 9.) Organizes and conducts scouting responsibilities during the season. 10.) Selects and instructs managers. 11.) Write an end of year report summarizing activities. 12.) Perform duties as assigned by the administration within the confines of this description.

Position: Assistant Boys'/Girls Basketball Coach**Stipend: \$3,520**

Job Description – The Assistant Basketball Coach is responsible for carrying out duties assigned by the Head Basketball Coach at his particular level of responsibility during the season and the off-season. This person should have some basketball playing and coaching experience.

Major duties include:

1. The organization of participants at the assigned level of competition.
2. Attend daily practice sessions and meetings of the coaching staff.
3. Assist in the off-season programs.
4. Cooperate with the Director of Student Activities.
5. Organize simple forms and documents when needed.
6. Carry out scouting responsibilities
7. Assist the Head Coach in writing an end of year report summarizing activities.
8. Perform duties as assigned by the administration within the confines of this description.

Position: Head Wrestling Coach**Stipend: \$5,700**

Job Description – The Head Wrestling Coach is responsible for the organization and administration of the assistant coaches and the participants at the varsity, junior varsity and the junior high levels of competition. This person should have wrestling playing experience and wrestling coaching experience.

Major duties include: 1.) Organize pre-season activities (PIAA permission card for each player, player physicals by physician, insurance forms for each player, conducts meetings, prepares roster, selects and instructs managers, distributes and enforces training and eligibility rules, issues equipment and keep equipment in good condition). 2.) Prepare eligibility lists for the Director of Student Activities. 3.) Checks building and/or practice area at close of each session. 4.) Cooperates with the Director of Student Activities. 5.) Organizes and monitors practice sessions. 6.) Checks back all equipment and supplies at close of the season and returns to the Director of Student Activities (prepares equipment for reconditioning, sends equipment to reconditioner, does inventory of equipment upon return from reconditioners, prepares budget requisitions for his sport on Director of Student Activities timetable). 7.) Organizes the coaching staff during the season and the off-season for specific tasks. 8.) Conducts off-season meetings for information and necessary forms for participants and coaches. 9.) Organizes and conducts scouting responsibilities during the season. 10.) Selects and instructs managers. 11.) Write an end of year report summarizing activities. 12.) Perform duties as assigned by the administration within the confines of this description.

Position: Assistant Wrestling Coach**Stipend: \$3,520**

Job Description – The Assistant Wrestling Coach is responsible for carrying out duties assigned by the Head Wrestling Coach at his particular level of responsibility during the season and the off-season. This person should have some wrestling participating and/or coaching experience.

Major duties include:

1. The organization of participants at the assigned level of competition.
2. Attend daily practice sessions and meetings of the coaching staff.
3. Assist in the off-season programs.
4. Cooperate with the Director of Student Activities.
5. Organize simple forms and documents when needed.
6. Carry out scouting responsibilities
7. Assist the Head Coach in writing an end of year report summarizing activities.
8. Perform duties as assigned by the administration within the confines of this description.

Position: Head Baseball Coach**Stipend: \$5,399**

Job Description – The Head Baseball Coach is responsible for the organization and administration of the assistant coaches and the participants at the varsity, junior varsity and the junior high levels of competition. This person should have Baseball playing experience and Baseball coaching experience.

Major duties include: 1.) Organize pre-season activities (PIAA permission card for each player, player physicals by physician, insurance forms for each player, conducts meetings, prepares roster, selects and instructs managers, distributes and enforces training and eligibility rules, issues equipment and keep equipment in good condition). 2.) Prepare eligibility lists for the Director of Student Activities. 3.) Checks building and/or practice area at close of each session. 4.) Cooperates with the Director of Student Activities. 5.) Organizes and monitors practice sessions. 6.) Checks back all equipment and supplies at close of the season and returns to the Director of Student Activities (prepares equipment for reconditioning, sends equipment to reconditioner, does inventory of equipment upon return from reconditioners, prepares budget requisitions for his sport on Director of Student Activities timetable). 7.) Organizes the coaching staff during the season and the off-season for specific tasks. 8.) Conducts off-season meetings for information and necessary forms for participants and coaches. 9.) Organizes and conducts scouting responsibilities during the season. 10.) Selects and instructs managers. 11.) Write an end of year report summarizing activities. 12.) Perform duties as assigned by the administration within the confines of this description.

Position: Assistant Baseball Coach**Stipend: \$2,171**

Job Description – The Assistant Baseball Coach is responsible for carrying out duties assigned by the Head Baseball Coach at his particular level of responsibility during the season and the off-season. This person should have some Baseball playing and coaching experience.

Major duties include:

1. The organization of participants at the assigned level of competition.
2. Attend daily practice sessions and meetings of the coaching staff.
3. Assist in the off-season programs.
4. Cooperate with the Director of Student Activities.
5. Organize simple forms and documents when needed.
6. Carry out scouting responsibilities
7. Assist the Head Coach in writing an end of year report summarizing activities.
8. Perform duties as assigned by the administration within the confines of this description.

Position: Head Softball Coach**Stipend: \$5,399**

Job Description – The Head Softball Coach is responsible for the organization and administration of the assistant coaches and the participants at the varsity, junior varsity and the junior high levels of competition. This person should have Softball playing experience and Softball coaching experience.

Major duties include: 1.) Organize pre-season activities (PIAA permission card for each player, player physicals by physician, insurance forms for each player, conducts meetings, prepares roster, selects and instructs managers, distributes and enforces training and eligibility rules, issues equipment and keep equipment in good condition). 2.) Prepare eligibility lists for the Director of Student Activities. 3.) Checks building and/or practice area at close of each session. 4.) Cooperates with the Director of Student Activities. 5.) Organizes and monitors practice sessions. 6.) Checks back all equipment and supplies at close of the season and returns to the Director of Student Activities (prepares equipment for reconditioning, sends equipment to reconditioner, does inventory of equipment upon return from reconditioners, prepares budget requisitions for his sport on Director of Student Activities timetable). 7.) Organizes the coaching staff during the season and the off-season for specific tasks. 8.) Conducts off-season meetings for information and necessary forms for participants and coaches. 9.) Organizes and conducts scouting responsibilities during the season. 10.) Selects and instructs managers. 11.) Write an end of year report summarizing activities. 12.) Perform duties as assigned by the administration within the confines of this description.

Position: Assistant Softball Coach**Stipend: \$2,671**

Job Description – The Assistant Softball Coach is responsible for carrying out duties assigned by the Head Softball Coach at his particular level of responsibility during the season and the off-season. This person should have some softball playing and coaching experience.

Major duties include:

1. The organization of participants at the assigned level of competition.
2. Attend daily practice sessions and meetings of the coaching staff.
3. Assist in the off-season programs.
4. Cooperate with the Director of Student Activities.
5. Organize simple forms and documents when needed.
6. Carry out scouting responsibilities
7. Assist the Head Coach in writing an end of year report summarizing activities.
8. Perform duties as assigned by the administration within the confines of this description.

Position: Head Track Coach**Stipend: \$5,399**

Job Description – The Head Track Coach is responsible for the organization and administration of the assistant coaches and the participants at the varsity, junior varsity and the junior high levels of competition. This person should have Track playing experience and Track coaching experience.

Major duties include: 1.) Organize pre-season activities (PIAA permission card for each player, player physicals by physician, insurance forms for each player, conducts meetings, prepares roster, selects and instructs managers, distributes and enforces training and eligibility rules, issues equipment and keep equipment in good condition). 2.) Prepare eligibility lists for the Director of Student Activities. 3.) Checks building and/or practice area at close of each session. 4.) Cooperates with the Director of Student Activities. 5.) Organizes and monitors practice sessions. 6.) Checks back all equipment and supplies at close of the season and returns to the Director of Student Activities (prepares equipment for reconditioning, sends equipment to reconditioner, does inventory of equipment upon return from reconditioners, prepares budget requisitions for his sport on Director of Student Activities timetable). 7.) Organizes the coaching staff during the season and the off-season for specific tasks. 8.) Conducts off-season meetings for information and necessary forms for participants and coaches. 9.) Organizes and conducts scouting responsibilities during the season. 10.) Selects and instructs managers. 11.) Write an end of year report summarizing activities. 12.) Perform duties as assigned by the administration within the confines of this description.

Position: Assistant Track Coach**Stipend: \$2,671**

Job Description – The Assistant Track Coach is responsible for carrying out duties assigned by the Head Track Coach at his particular level of responsibility during the season and the off-season. This person should have some Track playing and coaching experience.

Major duties include:

1. The organization of participants at the assigned level of competition.
2. Attend daily practice sessions and meetings of the coaching staff.
3. Assist in the off-season programs.
4. Cooperate with the Director of Student Activities.
5. Organize simple forms and documents when needed.
6. Carry out scouting responsibilities
7. Assist the Head Coach in writing an end of year report summarizing activities.
8. Perform duties as assigned by the administration within the confines of this description.

Position: Head Boys' Volleyball Coach**Stipend: \$3,510**

Job Description - The Head Volleyball Coach is responsible for the organization and administration of the assistant coaches and the participants at the varsity, junior varsity and the junior high levels of competition. This person should have volleyball playing experience and volleyball coaching experience.

Major duties include: 1.) Organize pre-season activities (PIAA permission card for each player, player physicals by physician, insurance forms for each player, conducts meetings, prepares roster, selects and instructs managers, distributes and enforces training and eligibility rules, issues equipment and keeps equipment in good condition). 2.) Prepare eligibility lists for the Athletic Director. 3.) Checks building and/or practice area at close of each session. 4.) Cooperates with the Athletic Director. 5.) Organizes and monitors practice sessions. 6.) Checks back all equipment and supplies at close of the season and returns to the A.D. (prepares equipment for reconditioning, sends equipment to reconditioner, does inventory of equipment upon return from reconditioners, prepares budget requisitions for his sport on Athletic Director's timetable). 7.) Organizes the coaching staff during the season and the offseason for specific tasks. 8.) Conducts off season meetings for information and necessary forms for participants and coaches. 9.) Organizes and conducts scouting responsibilities during the season. 10.) Selects and instructs managers. 11.) Writes an end of year report summarizing activities. 12.) Perform duties as assigned by the administration within the confines of this description.

Position: Assistant Boys' Volleyball Coach**Stipend: \$1,889****Job Description**

The Assistant Volleyball Coach is responsible for carrying out duties assigned by the Head Volleyball Coach at his/her particular level of responsibility during the season and the off-season. This person should have some volleyball playing and coaching experience.

Major duties include:

1. The organization of participants at the assigned level of competition.
2. Attend daily practice sessions and meetings of the coaching staff.
3. Assist in the off-season programs.
4. Cooperate with the Athletic Director.
5. Organize simple forms and documents when needed.
6. Carry out scouting responsibilities
7. Assist the Head Coach in writing an end of year report summarizing activities.
8. Perform duties as assigned by the administration within the confines of this description.

Position: Weight Room Monitor (Summer, Fall, Winter, Spring)**Stipend: \$600/season****Job Description**

1. Coaches and instructs individual participants in the skills, knowledge, and attitudes necessary to use the equipment in a safe manner.
2. Establishes and maintains supervision over all student participants while they are present in the weight room in order to maintain a clean, healthy, and disciplined environment within the weight room.
3. Coordinates and confers with coaches in order to develop and implement proper weight training strategies for individual events associated with individual sports.
4. Oversees the safety conditions of the facility at all times that students are present.
5. Develop and implement regular inspection schedules for all equipment in the weight room.
6. Assumes responsibility for all equipment utilized/located in the weight room.
7. Develops schedules in consultation with the athletic coaches for all weight room activities to derive maximum use of the weight room facility.

Position: Audio-Visual Coordinator - Sheckler Elementary School**Stipend: \$1,642**

Job Description: The Sheckler Audio-Visual Coordinator will: 1.) Keep an accurate inventory of all audio, video equipment at Sheckler. 2.) Clean and maintain the equipment for the school year. 3.) Distribute the equipment throughout the building. 4.) Make minor repairs to the equipment when necessary. 5.) Pack and ship equipment in need of major repair to appropriate repair shop. 6.) Order and purchase new equipment and supplies as needed. 7.) In-service the faculty as to the proper care and use of new and existing equipment. 8.) Handle minor emergencies during the school day by fixing and replacing malfunctioning equipment. 9.) Maintain stage facilities and stage equipment. 10.) Help set up microphones and other needed equipment for assemblies, and other special group presentations as needed. 11.) Perform duties as assigned by the administration within the confines of this description.

Position: Audio-Visual Coordinator – Catasauqua Middle School**Stipend: \$1,642**

Job Description: The M.S. Audio-Visual Coordinator will: 1.) Keep an accurate inventory of all audio, video, and computer equipment at the Middle School and purchase equipment needed in the building within the bounds of the budget. 2.) Clean and prepare the equipment for each upcoming school year. 3.) Disperse the equipment evenly throughout the building. 4.) Make minor repairs to the equipment when necessary. Send equipment with major repairs to the business for these repairs. 5.) Assist the staff with the proper use and care of the equipment. 6.) Handle daily audio-visual equipment breakdowns and emergencies, making minor repairs, and exchanges. 7.) Care and maintain the TV studio. 8.) Production of a daily TV program for the Middle School. 9.) Film and make arrangements for the filming of events throughout the building to be used in the daily broadcast. 10.) Copy videotapes for the staff and students. 11.) Film and/or telecast special events for the school to view. 12.) Write an end of the year report summarizing activities. 13.) Perform duties as assigned by the administration within the confines of this description.

Position: Audio-Visual Coordinator – Catasauqua High School Stipend: \$1,642

Job Description: The High School Audio-Visual Coordinator should have a basic knowledge of various types of A/V equipment and some basic repair skills.

Major duties include: 1.) Dispense A/V equipment to staff at their request. 2.) Make minor repairs on A/V equipment. 3.) Keep an accurate inventory of A/V equipment and its location. 4.) Clean equipment when necessary. 5.) Purchase new equipment within the bounds of the budget. 6.) Maintain the TV studio. 7.) Produce a daily TV program. 8.) Assist students with class projects when appropriate. 9.) Copy videotapes and edit sports programs for college recruiters. 10.) Videotape special events. 11.) Record satellite transmissions after and during school hours. 12.) Videotape teacher lessons. 13.) Write an end of year report summarizing activities. 14.) Perform duties as assigned by the administration within the confines of this description.

Position: Brown & White Advisor Stipend: \$3,248

Job Description: The Brown and White Advisor will organize and oversee the student staff in producing a newspaper. He/she will provide final editorial decisions about what goes to print and will maintain a production schedule to coordinate layout, printing and distribution of the paper. This person should have sound writing skills and/or experience in journalism, organizational skills, knowledge of First Amendment issues, and basic computer literacy.

Major duties include: 1.) Maintain a production schedule to coordinate writing, layout, printing, and distribution of the paper. 2.) Guide students in selecting stories and provide final editorial decisions in questionable items. 3.) Teach/strengthen student's writing and organizational skills through the edit/rewrite process. 4.) Maintain contact with student press in are high schools. 5.) Promote participation in student press associations, contests, etc. 6.) Maintain contact with school and community organization. 7.) Work closely with student editors in order to enable them to assume true editorial leadership of the paper. 8.) Produce at least four (4) newspapers per school year. 9.) Write an end of year report summarizing activities. 10.) Perform duties as assigned by the administration within the confines of this description.

Position: Class Advisor - Freshman Stipend: \$612

Job Description: The Freshman Class Advisor will organize the freshman class so that they are able to perform the tasks expected of them during their four (4) years of high school. This person should have a willingness to guide and advise the class in all aspects of its functioning as a cohesive group rather than as a collection of individuals.

The Advisor will: 1.) Organize elections in September or October of the five (5) officers and homeroom representatives. 2.) Organize fundraisers for future needs, and inform the class of its member's expected involvements and responsibilities over the next four (4) years. 3.) With the officers, assess dues rate for each of the four years and purpose for same. 4.) Help organize class for Thanksgiving and Spirit Week activities. 5.) Write an end of year report summarizing activities. 6.) Perform duties as assigned by the administration within the confines of this description.

Position: Class Advisor - Sophomore Stipend: \$1,209

Job Description: The Sophomore Class Advisor will organize the sophomore class so that they are able to perform the tasks expected of them during their three years of high school. This person should have a willingness to guide and advise the class from the beginning of sophomore year right through to their graduation.

Specifically, the Sophomore Class Advisor will: 1.) Organize elections of class officers. 2.) Organize fundraisers if necessary. 3.) Make preparations for Junior/Senior Prom. 4.) Help organize hall decorating prior to Thanksgiving. 5.) Make arrangements for purchase of class rings. 6.) Write an end of year report summarizing activities. 7.) Perform duties as assigned by the administration within the confines of this description.

Position: Class Advisor – Junior Stipend: \$1,383

Job Description: The Junior Class Advisor will oversee the workings of the junior class.

Major duties include: 1.) Oversee the workings of the refreshment stand at all home boy's basketball games. 2.) Oversee the preparations for the Junior/Senior Prom. 3.) Hold elections for class officers at the beginning of the school year. 4.) Conduct fundraising activities such as dances, candy sales, and dues collections when necessary in order to fund class projects. 5.) Write an end of year report summarizing activities. 6.) Perform duties as assigned by the administration within the confines of this description.

Position: Class Advisor – Senior

Stipend: \$1,383

Job Description: The Senior Class Advisor will: 1.) Direct seniors throughout the year in appropriate situations. 2.) Make sure there are sufficient number of students to work the refreshment stand at football games. 3.) Organize and run the Christmas semi-formal dance. 4.) Write an end of year report summarizing activities. 5.) Perform duties as assigned by the administration within the confines of this description.

Position: Class Plays – Director

Stipend: \$3,248

Job Description – The Class Plays Director should have a practical knowledge of stage craft and acting, a rudimentary knowledge of theatrical lighting and sound, be able to either design/construct scenery and have access to power equipment and tools, be organized, patient, and energetic.

Major duties include: 1.) select and direct main stage productions and festival plays, and oversee any club-sponsored student-directed productions, 2.) design and oversee the construction of sets and lighting for productions, 3.) coordinate crews and oversee all other technical aspects of production, 4.) schedule rehearsals and performance dates for productions, 5.) monitor the behavior of participating students throughout rehearsals and performances, 6.) coordinate the marketing and publicity for all productions, including press releases, feature articles, programs, and advertisements, 7.) cast productions and solicit support personnel as needed, 8.) aid students in preparation for Governor’s School auditions for performing arts, 9.) encourage participation in the arts in the community, 10.) maintain and keep an inventory of all stage equipment, sound equipment, etc., 11.) produce at least one major production each year, 12.) write an end of year report summarizing activities, 13.) perform duties as assigned by the administration within the confines of this description.

Position: Debate Club Advisor

Stipend: \$2,627

Job Description – The Debate Club Advisor oversees the Debate Club which is part of the Lehigh Valley Interscholastic Debate Association. The Debate Club deals with public speaking in a competitive format. This person should have experience in either high school or college as a public speaker.

Major duties include: 1.) organize the club by holding organizational meetings at the middle and high schools, 2.) oversee weekly meetings with members and guide them with information on topics, 3.) attend all debates along with debaters, 4.) attend organizational meeting for LVIDA, 5.) control awards for years of service, 6.) organize the debates at the home school, 7.) be a resource of information so that members can get help on skills needed to debate, 8.) write an end of year report summarizing activities, 9.) perform duties as assigned by the administration within the confines of this description.

Position: Drama Society Coach

Stipend: \$2,627

Job Description – The Drama Society Coach should have a practical knowledge of stage craft and acting, a rudimentary knowledge of theatrical lighting and sound, be able to either design/construct scenery and have access to power equipment and tools, be organized, patient, and energetic.

Major duties include: 1.) select and direct main stage productions and festival plays, and oversee any club-sponsored student-directed productions, 2.) design and oversee the construction of sets and lighting for productions, 3.) coordinate crews and oversee all other technical aspects of production, 4.) schedule rehearsals and performance dates for productions, 5.) monitor the behavior of participating students throughout rehearsals and performances, 6.) coordinate the marketing and publicity for all productions, including press releases, feature articles, programs, and advertisements, 7.) cast productions and solicit support personnel as needed, 8.) aid students in preparation for Governor’s School auditions for performing arts, 9.) encourage participation in the arts in the community, 10.) maintain and keep an inventory of all stage equipment, sound equipment, etc., 11.) produce at least one major production each year, 12.) write an end of year report summarizing activities, 13.) perform duties as assigned by the administration within the confines of this description.

Position: Elementary Program Coordinator

Stipend: \$1,285

Job Description - The Elementary Program Coordinator will: 1.) Attend monthly meetings of the Sheckler Home & School Association. 2.) Coordinate communication between Sheckler staff and the Home & School Association. 3.) Coordinate yearly assembly programs, select programs, set up schedules, provide for presenter’s needs, arrange payment, and host assembly when possible. 4.) Maintain stage facilities and stage equipment. 5.) Coordinate school productions including: idea formation and final production. 6.) Review new program ideas and attend related workshops in order to broaden our enrichment opportunities. 7.) Represent the school on steering committees dealing with the school as a whole. 8.) Write an end of year report summarizing activities. 9.) Perform duties as assigned by the administration within the confines of this description.

Position: FBLA Advisor**Stipend: \$1,673**

Job Description - The FBLA Advisor will: 1.) Help organize the year's activities. 2.) Hold Monthly meetings. 3.) Motivate interest and student involvement in our local chapter, motivate student interest in community affairs, oversee officers, community projects, regional activities, and state activities. 4.) Oversee all fund raisers. 5.) Write an end-of-year report summarizing activities. 6.) Perform duties as assigned by the administration within the confines of this description.

Position: FCCLA Advisor**Stipend: \$1,295**

Job Description - Major duties of the FCCLA Advisor include: 1.) Help organize chapter and schedule meetings. 2.) Become familiar with the FCCLA organization and the by-laws. 3.) Motivate interest and student involvement in the FCCLA local chapter. 4.) Guide chapter members to help students understand FCCLA, its meaning and purpose. 5.) Assist members by helping them grow individually through chapter projects. 6.) Assist officers in performing their duties. 7.) In the event that the local chapter has a state officer it is also the duty of the advisor to be their advisor on the state level. 8.) Write an end of year report summarizing activities. 9.) Perform duties as assigned by the administration within the confines of this description.

Position: High School Scholastic Bowl Coach**Stipend: \$1,467**Job Description

The Scholastic Scrimmage Coach will be the advisor for the scholastic scrimmage team. This team is involved in a single elimination tournament taped at Channel 39 studios.

Major duties include:

1. Recruit students for the organization.
2. Prepare students for television appearances via practice sessions.
3. Chaperone students to Channel 39 studios.
4. Organize Knowledge Master Open competitions.
5. Assign for transportation to taping.
6. Write an end of year report summarizing activities.
7. Perform duties as assigned by the administration within the confines of this description.

Position: High School Technical Stage Manager**Stipend: \$2,000**Job Description

1. Program and operate sound and lighting equipment for school groups and outside groups
2. Train students to learn how to operate the sound and lighting equipment
3. Develop a student stage crew to help work events held at the CHS Auditorium
4. Help with the design and construction of the sets, lighting and sound for school groups
5. Work directly with the Drama Director and the Director of Student Activities
6. Communicate with outside groups to meet their requests and needs.
7. Perform duties as assigned by administration within the confines of this description

Position: Literary Magazine Advisor**Stipend: \$1,836**

Job Description - The Literary Advisor for the annual literary magazine shall work with the student staff in gathering and selecting the compositions that are to be included in the magazine. Every effort will be made to include writings from a variety of genres: poetry, fiction, nonfiction, drama, etc. The Literary Advisor will work in conjunction with the Art Advisor in obtaining and selecting appropriate illustrations for the magazine. The Literary Advisor will also write an end-of-year report summarizing activities and perform duties as assigned by the administration within the confines of this description.

Position: Literary Magazine Art Advisor**Stipend: \$895**

Job Description - The Literary Magazine Art Advisor will advise and guide the student art staff in their endeavors to layout and illustrate the literary part of the magazine. In addition, the Literary Magazine Art Advisor will write an end of year report summarizing activities and perform duties as assigned by the administration within the confines of this description. The magazine will be published annually in March.

Position: Middle School Newsletter**Stipend: \$487**Job Description

The CMS Newsletter editor will:

1. Draft, edit, proofread, and layout text and illustrations for four (4) CMS newsletter issues during an academic school year.
2. Obtain articles from CMS colleagues for the newsletter.
3. Perform duties as assigned by the administration with the confines of this description

Position: Middle School Yearbook**Stipend: \$487**Job Description

The CMS Yearbook Advisor will:

1. Take pictures of various events and school groups.
2. Write copy narrative portions of the yearbook.
3. Work with the publishing company to insure a quality product by meeting deadlines.
4. Arrange for distribution of the yearbook.
5. Attend training regarding the software required to publish the yearbook.
6. Collect money from yearbook orders.
7. Arrange for the sale/advertisement of yearbook.
8. Perform duties as assigned by the administration with the confines of this description.

Position: Middle School Book Fair**Stipend: \$122**Job Description

The CMS Book Fair Coordinator will:

1. Schedule the date for the book fairs
2. Organize promotional activities
3. Work one evening when the book fair is in progress
4. Set up and take down the book fair
5. Account for all the money exchanged at the book fair
6. Perform duties as assigned by the administration with the confines of this description

Position: Middle School Activity Coordinator**Stipend: \$884**Job Description

The Catasauqua Middle School Activity Coordinator will:

1. Coordinate the Catasauqua Middle School activity/club program.
2. Create, edit & maintain the activity database that includes staff and student assignments during the activity period.
3. Produce and distribute rosters periodically throughout the school year.
4. Process club change requests.
5. Meet with club advisors to provide information and troubleshoot concerns.

Position: Middle School Scholastic Bowl Coach**Stipend: \$959**Job Description

The Middle School Scholastic Bowl Coach will:

1. Coach fifteen students, grades 7-8, to compete in the KMO competition in the fall and spring.
2. Coach the 8th grade ACE Team which competes with eight other schools in the Lehigh Valley.
3. Compete with a regional school in our library – grade 7 – as a warm-up for ACE.
4. Write an end of year report summarizing activities.
5. Perform duties as assigned by the administration within the confines of this description.

Position: Middle School Student Forum**Stipend: \$739****Job Description**

The Middle School Student Forum representative will:

1. Organize school dances.
2. Create a float and participate in the Catasauqua Halloween Parade.
3. Provide a Christmas Tea and gift for Catasauqua Middle School teachers.
4. Create gifts for teacher appreciation day.
5. Orchestrate a fundraiser for a local charity.
6. Supervise the Student Forum meeting.
7. Fund various functions at the middle school.
8. Write an end of year report summarizing activities.
9. Perform duties as assigned by the administration within the confines of this description.

Position: Middle School Student Store Advisor**Stipend: \$739****Job Description**

1. Oversee purchasing and selling of school related items.
2. Manage and schedule the students who operate the store.
3. Responsible to make sure the bills and tax information is provided within a timely manner to building principal.

Position: Middle School Music Drama Director**Stipend: \$858****Job Description**

The Middle School Music Drama Director will:

1. Organize, direct and product the Catasauqua Middle School spring drama program
2. Prepare the music to be performed
3. Practice and prepare accompaniments used in the program
4. Rehearse students participating in the program
5. Design sets, costumes, and choreography
6. Write an end of year report summarizing activities
7. Perform duties as assigned by the administration within the confines of this description

Position: Honor Band Coordinator**Stipend: \$853**

Job Description - The Honor Band Coordinator should be a Pennsylvania Department of Education certified music instructor. The primary responsibility is to select and rehearse students who are nominated to participate in district, county, or state honor bands and orchestras. In addition, the Honor Band Coordinator will help students prepare for PMEA county, district, or state band and orchestra auditions. When appropriate, the Honor Band Coordinator will make all arrangements to host Lehigh County Band or Orchestra, or District Band or Orchestra, when this responsibility falls on the Catasauqua High School. In addition, the Honor Band Coordinator will write an end of year report summarizing activities and perform duties as assigned by the administration within the confines of this description.

Position: Music Drama Director**Stipend: \$1,095**

Job Description – The Music Drama Director will prepare the pit orchestra through rehearsals and dress rehearsals to play the musical score accompanying the actors in the musical drama at all performances. The Music Drama Director should have a fundamental background in conducting a small mixed ensemble (usually up to 15 players) from a piano-vocal score. Musical experience is helpful.

Major duties include: 1.) Prepare musicians of pit through rehearsals. 2.) Schedule pit rehearsals. 3.) Responsible for physical set-up of pit in relationship to stage and stage performers. 4.) Write an end of year report summarizing activities. 5.) Perform duties as assigned by the administration within the confines of this description.

Position: National Honor Society Advisor**Stipend: \$1,224**

Job Description – The National Honor Society Advisor oversees all NHS business. The advisor will promote enthusiasm for scholarship, stimulate a desire to render service, promote worthy leadership, and encourage the development of character in the students of Catasauqua High School’s NHS.

Major duties include: 1.) weekly meetings to discuss fund raising, volunteer hours, and activities; 2.) meet with officers and committees working on specific projects for NHS; 3.) oversee mailings for eligible students for induction; 4.) conduct fund raising for the Alumni Scholarship fund; 5.) oversee NHS activities such as elections of officers, college visitation, fund raising activities; 6.) monitor academic performance of members to maintain standing in the organization; 7.) develop an induction ceremony for incoming members; 8.) direct student to service area activities in the school and community; 9.) write an end of year report summarizing activities; 10.) perform duties as assigned by the administration within the confines of this description.

Position: Student Council Advisor**Stipend: \$2,215**

Job Description – The Student Council Advisor will: 1.) help foster leadership qualities in students by encouraging their creativity in organizing different activities which include the school’s population, 2.) guide the students in providing input on policy in the school, 3.) organize dances and activities committees, 4.) help organize and give input to community interest committee, 5.) tally the honor roll awards and order awards for the deserving students, 6.) purchase gifts for graduating seniors who are either committee heads or officers and for others as needed, 7.) call meetings on policy when needed with judicial committee, 8.) organize the annual election of class and council officers for the subsequent year...interview the candidates prior to running, 9.) conduct fund raising, 10.) meet with committee heads and officers on a regular basis, 11.) perform administrative duties as required, 12.) chaperone student forum monthly meetings, where possible, assist in hosting student forum at Catasauqua High School, 13.) write an end-of-year report summarizing activities, 14.) perform duties as assigned by the administration within the confines of this description.

Position: Varsity “C” Club Advisor**Stipend: \$1,381**

Job Description - The Varsity “C” Club Advisor is responsible to provide activities, sportsmanship and school services for those who meet the qualifications of membership.

Major duties include: various forms of fund raising which include but are not limited to parking cars at football games, car washes, benefit athletic events, sales campaigns and other events initiated by and directed by members of the club. The advisor works closely with the Director of Student Activities by providing members to work at all types and levels of athletic events as requested by the Director of Student Activities. The advisor is also responsible for organizing, ordering and distributing the jackets earned by club members. Also, the advisor is responsible for providing the club with direction in providing the necessary gifts and awards for graduation.

Position: Vocal Director**Stipend: \$2,418**

Job Description – The Vocal Director should be a Pennsylvania Department of Education certified music instructor. The primary responsibility is to direct the High School Chorus in “beyond school time” rehearsals in order to prepare for two annual scheduled programs, one near the December holidays, and one in the spring. In addition, the Vocal Director will help students prepare for PMEA District, Regional or State Chorus Auditions. When appropriate, the Vocal Director will make all arrangements to host Lehigh County Chorus, or District Chorus, when this responsibility falls on the Catasauqua High School. In addition, the Vocal Director will write an end of year report summarizing activities and perform duties as assigned by the administration within the confines of this description.

Position: Yearbook Advisor**Stipend: \$3,248**

Job Description – The Yearbook Advisor educates students in page layout, photography, and writing so that they can produce their own yearbook. The Yearbook Advisor also keeps track of finances for this operation. This person should be proficient in writing, page layout and photography.

Major duties include: 1.) facilitate student production of the yearbook, 2.) track complete/incomplete pages, 3.) proofread all copy, 4.) schedule/facilitate photography, 5.) procure and maintain photographic equipment, 6.) record financial transactions, 7.) arrange and coordinate senior portraits, 8.) provide school-wide photographic service, 9.) maintain a yearbook archive, 10.) maintain the outdoor message board, 11.) write an end of year report summarizing activities, 12.) perform duties as assigned by the administration within the confines of this description, 13.) produce a yearbook for the current school year in June.

Position: SADD Advisor **Stipend: \$609**

Job Description – The SADD (Students Against Destructive Decisions) Advisor will:

1. Monitor all club activities.
2. Attend regular meetings with the drug and alcohol services of the Lehigh Valley.
3. Organize any activities to promote a clean lifestyle.
4. Write an end of year report summarizing activities.
5. Perform duties as assigned by the administration within the confines of this description.

Position: Sheckler Book Fair Coordinator **Stipend: \$122**

Job Description – The Sheckler Book Fair Coordinator will:

1. Schedule the date for the book fair
2. Arrange for volunteers at the event
3. Work two evenings when the book fair is in progress
4. Set up and take down the book fair
5. Account for all money exchanged at the book fair
6. Write an end of year report summarizing activities
7. Perform duties as assigned by the administration within the confines of this description

Position: Sheckler Newsletter **Stipend: \$487**

Job Description – The Sheckler Newsletter editor will:

1. Draft, edit, proofread, and layout the text and illustrations for four (4) issues during a school year.
2. The Sheckler Newsletter editor will prepare press releases about Sheckler events for the local media.
3. Write an end of year report summarizing activities
4. Perform duties as assigned by the administration within the confines of this description

Position: Sheckler Safety Patrol **Stipend: \$122**

Job Description – The Sheckler Safety Patrol Leader will:

1. Select students monthly to stand at assigned posts
2. Describe to the students the acceptable behavior at assigned posts
3. Write an end of year report summarizing activities
4. Perform duties as assigned by the administration within the confines of this description

Position: Sheckler Science Fair Coordinator **Stipend: \$243**

Job Description – The Sheckler Science Fair Coordinator will:

1. Present an assembly to grades 3 and 4 in regards to making a Science Fair Project
2. Work on publicity for the event by appearing on the morning TV show
3. Make bulletin boards, assembly the gym and cafeteria, write letters, design certificates
4. Incorporate guest speakers, computer programs, hot air balloons, etc. for the “special” for each year’s new science fair
5. Complete all details necessary to have a successful science fair
6. Write an end of year report summarizing activities
7. Perform duties as assigned by the administration within the confines of this description

Position: Sheckler Yearbook Advisor **Stipend: \$487**

Job Description – The Sheckler Yearbook Advisor will:

1. Take pictures of various events
2. Write copy for pictures and other narrative portions of the yearbook
3. Work with the publishing company to insure a quality product
4. Arrange for distribution of the yearbook
5. Write an end of year report summarizing activities
6. Perform duties as assigned by the administration within the confines of this description