

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Cheerleader Sponsor

EXEMPT: Yes

SALARY LEVEL: Per Master Contract

LOCATION: Plymouth Community High School

REPORTS TO: Athletic Director

LENGTH OF WORK: Pre-Season, Season, and Post-Season of the activity during the year.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

I. General Duties

- A. The Cheerleader Sponsor works with the Athletic Director. Any concerns are to be directed to the Athletic Director. The sponsor is responsible to assure that all cheerleaders follow the code of conduct. If any problems should arise, the sponsor will discuss the situation with the Athletic Director, but all disciplinary actions are to be handled by the sponsor according to the code of conduct guidelines.**
- B. The Cheerleader Sponsor is to oversee all activities of the cheerleaders. Her responsibilities begin a new year with the election of squads in the spring.**

II. Election of Cheerleaders

- A. Election of Varsity and Junior Varsity squads in the spring.**
- B. Contacting club sponsors to obtain student representatives.**
- C. Contacting other schools and community representatives to serve as outside judges.**
- D. Writing announcements.**
- E. Writing eligibility letter for prospective cheerleaders.**
- F. Posting a sign-up sheet in the office.**
- G. Approving tryout cheer and chant created by outgoing Senior Varsity cheerleaders.**
- H. Conducting three practices.**
- I. Contacting Assistant Principal for assistance in counting votes.**
- J. Obtaining voting cards.**
- K. Counting votes.**
- L. Posting results.**
- M. Make sure that only those persons who have registered with their clubs are allowed in gym to vote.**
- N. Election of Freshman squad in spring.**
- O. Contact Principal at Junior High to set up practice and election dates.**
- P. Ask Junior High Principal to secure student representatives to vote.**
- Q. Follow the same procedure as Varsity and Junior Varsity elections.**

III. Uniforms and Special Clothing

- A. Distribute uniforms to each squad beginning with Varsity.**
- B. Order shoes for each squad.**
- C. Order camp clothes.**
- D. Check that uniforms are being cared for properly throughout the year.**

IV. Camp

- A. Select camp – cheerleaders will assist with this.**
- B. Obtain all medical information.**
- C. Collect money for camp.**

- D. Be certain payment is sent on time.
- E. Make arrangements for rides to and from camp (usually parents).
- F. Be certain all squads have cheer, chant and special presentation prepared.

V. Organization of Fund Raisers

- A. Car Wash
 - 1. Obtain location.
 - 2. Secure supplies.
 - 3. Advertisement.
- B. Clinic
 - 1. Establish date with Assistant Principal.
 - 2. Be certain date is on school calendar and given to all students throughout the corporation.
 - 3. Awards printed.
 - 4. Supplies purchased.
 - 5. Advertisement.
 - 6. Individual forms for students grades 3-8 delivered to elementary schools and junior high.
 - 7. Send letters to sponsor from schools in surrounding communities.
 - 8. Mothers help register, cook meal, purchase and serve food.
- C. After Game Dances
 - 1. Secure game dances.
 - 2. Get chaperones (parents).
 - 3. Secure policemen.
 - 4. Set up and clean up.
- D. Sun Tan Lotion Sale
 - 1. Work with company representatives.
 - 2. Collect all orders.
 - 3. Distribute product.
 - 4. Collect money.
- E. Each fundraiser requires some money. This is obtained from the Financial Secretary by the sponsor. Money made is then turned into the Financial Secretary. Proceeds are to be used to send Varsity to camp, purchase supplies and general expenses.

VI. Practices

- A. Practices are conducted 12 months of the year.
- B. Elect squad captains.
- C. Inform cheerleaders of all rules.
- D. Insure safety.
- E. Obtain code of conduct cards and physicals.
- F. Attempt to spend time with each squad during each practice.
- G. Work with Varsity Captain to divide time of practices into productive sessions.
- H. Keep cheerleader room organized.

VII. Special Activities

- A. Senior Night – Football and Basketball
 - 1. Obtain corsages for senior cheerleaders and team members' mothers.
 - 2. Have Junior Varsity squad members give corsages at game.
- B. Spirit Days for Homecomings and Sectionals
 - 1. Oversee the selection of appropriate spirit days.
 - 2. Put announcements on.
 - 3. Have cheerleaders make signs and post throughout school.
- C. Pep Sessions
 - 1. Help Varsity Captain write schedule
 - 2. Contact Band Director, Rockettes Coach, Athletic Boosters and parents of team.
 - 3. Place article in paper.

4. Evening pep sessions handled the same way.
 5. Each pep session must be cleared with Assistant Principal.
- D. All Squad Sectional Cheer
1. Contact all cheerleader sponsors of sectional teams.
 2. Supervise three practices for all squads.
 3. Be at each night of Sectional to assist cheerleaders from all schools.
 4. Set up hospitality room.
- VIII. Games
- A. Attend all home games.
 - B. Provide warm-up area for home and visiting squads.
 - C. Be aware that conduct of cheerleaders is appropriate.
 - D. If necessary, correct fan conduct.
- IX. Awards
- A. Purchase special awards – Most Valuable, Most Improved and Mental Attitude.
 - B. Attend basketball banquet to present awards.
 - C. Cheerleaders vote for each special award but sponsor makes the final decision.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Certified teacher and employment with the Plymouth Community School Corporation if required by the IHSAA; or related experience and/or training.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license - operator permit

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of athletes, school officials, parents, and the press.

MATHEMATICAL SKILL:

Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must be physically able to demonstrate the sport or activity, including lifting all equipment as required by the activity. This is to include games and practice.

The employee must have the physical stamina to be able to handle the hours and physical stress of the sport during contests and practices.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the machines, tools, equipment, and work aids which may be representative of those commonly associated with this type of work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

The work environment is may be indoors and/or outdoors.

There are no environmental hazards indicated for this position.

TERMS OF EMPLOYMENT:

Pre-season, season, and post-season of the activity during the year. Salary as per Master Contract.

EVALUATION:

Annually.

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