Updated 9/23/19

**Title:** **Young Authors Sponsor**

Supervisor/Evaluator: Superintendent or designee

Terms of Employment: As stipulated by the contractual agreement between the Rankin Association of Teachers and the Board of Education of Rankin School District #98

Job Tasks/Responsibilities:

* Interact positively and professionally with all
* Strive to positively impact the educational environment and education of our students
* Properly supervise assigned students/team via being present and aware when students are present until all participants have left or been picked up. Sponsor should not leave students unattended or leave before all students have left or been picked up.
* Be knowledgeable of all applicable school policies
* Set up schedule in cooperation with the administration
* Maintain safety of students
* Inventory and organize supplies and equipment
* Coordinate with administration the ordering and purchasing of supplies and equipment
* Provide participation information to families
* Coordinate timeline and communicate accordingly with families
* Read and judge stories submitted
* When applicable, select books to represent Rankin School District at Young Authors Conference
* All other duties as assigned considered as “other”