

**ZANESVILLE CITY SCHOOLS DISTRICT  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>Culture Club - ZHS</b>	<b>REPORTS TO:</b>	<b>Principal</b>
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The Culture Club Advisor must be a positive person. He/she must be willing and able to work long hours. He/she must have imagination, foresight and the ability to mold the uncoordinated and undisciplined into a strong, self-functioning unit that will persevere. His/her conduct and character must be above reproach, as his/her daily association has an immeasurable influence on the youth of the community. The Culture Club Advisor in the Zanesville City School system must have a commitment to excellence in his/her work with the youth of our community. His/her responsibility and position, although awesome in scope, might just be one of the most rewarding and fulfilling of any, as the qualities he/she instills will live on forever.

**REQUIRED SKILLS AND ABILITIES**

- **Communication Skills:** Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing.
- **Leadership Ability:** Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them.
- **Mathematics Skills:** Must have the ability to work with basic mathematical and computational concepts.
- **Reasoning Ability:** Must be able to define problems, collect data, establish facts, and draw valid conclusions.
- **Technology Skills:** Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email.
- **Basic understanding and ability to create experiences for students to increase their cultural capital and provide them with cultural exploration opportunities.**

**PERSONAL QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aide and ensure the safety of all.
- Is able to accept constructive criticism/feedback.
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community.
- Is conscientious and assumes responsibility for one's own work performance.
- Anticipates problems and unforeseen events and deals with them in an appropriate manner.
- Demonstrates an ability to make proper decisions when required.
- Demonstrates loyalty to the administrative team.
- Possesses high moral character and a good attendance record.
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation.
- Participates in appropriate professional organizations and their activities.
- Maintains a calm attitude and sense of control at all times.
- Maintains a high level of ethical behavior and confidentiality of information.
- Possesses the ability to be flexible and adaptable to changing situations.

**JOB GOAL**

- To engage participants in projects whereby they learn how to set goals, work together, and feel proud of their accomplishments; thereby raising student achievement in exciting and innovative ways. The success of the Robotics Program has a strong influence on the community's image of the entire school system.

The Zanesville City School District is an Equal Opportunity Employer, Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

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**WORK ENVIRONMENT/CHARACTERISTICS AND CONDITIONS**

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Majority of work that may extend beyond the normal workday.
- Occasional exposure to blood, bodily fluids and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly children/adults.
- Many situations that require hand motions, e.g., computer keyboard typing, writing.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop.
- Consistent requirements to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds.
- Must have a knowledge of robotics and the rules of competition and be able to teach students to build and program robots.
- Must be proficient in simple accounting of funds.

**DUTIES AND RESPONSIBILITIES**

1. Coordinate the scheduling and rescheduling of meetings, events, and activities.
2. Inform the Principal, in advance, of the meeting and activity schedules.
3. Inform the local news media of appropriate positive publicity.
4. Make arrangements for storage of club material and supplies.
5. Teach fundamentals and background of various world cultures.
6. Teach good collaborative skills and the will to resolve conflict in a positive manner.
7. Cooperate with the principal and custodian on a day to day basis as to meeting/activity space and time.
8. Arrange and set up the appropriate studio to have club pictures as soon as possible.
9. Recommend to the Principal special club award winners.
10. Be aware of academic guidelines established by the Zanesville Board of Education.
11. Be accountable for the conduct of the club participants at meetings, events and in transit.
12. Work with the Principal in scheduling transportation including out of state travel thereby requesting school board approval.
13. Provide the Principal with a complete list of club members, addresses, parent's names and phone numbers three (3) days after the first meeting.
14. Collect from each club member the completed insurance, training rules and emergency care cards and submit them to Principal.
15. Organize end of year awards social or banquet.
16. Attend appropriate Pupil Activity Supervision Validation class when required with CPR training.
17. Attend recommended professional development as is appropriate. To be planned in conjunction with the Principal.

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**DUTIES AND RESPONSIBILITIES – CONTINUED**

18. Adhere to school district philosophies and policies concerning coaches' conduct.
19. Complete all administrative duties required before and after the school year.
20. Administer meetings, events, and activities in a manner that the student/participant will have a positive and fun learning experience.
21. Hold a current vehicle permit if transporting students. (Ohio Law)
22. Attend staff meetings.
23. Turn in End-of-Year report within 5 days of the end of the season.
24. Work with Principal in staff selection if appropriate.
25. Provide inventory of materials and supplies to the Principal at end of year.
26. Assist in scheduling of club pictures.
27. Plan fundraising events to support the activity.
28. Recruit club participants.
29. Participate in cultural events/activities sponsored in the local community.
30. Research topics to help students understand the world environment that are innovative and unique.

TERMS OF  
EMPLOYMENT

Seasonal

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