

Tri-County Area School District
Plainfield WI 54966

JOB DESCRIPTION

JD CC 223

Updated: November 2010

Position Title: **Power of Positive Students (POPS) Coordinator**
 (a.k.a. Penguin Pride Program)

Qualifications:

- High school diploma with additional training, workshops, and/or seminar training
- Ability to generate ideas for implementation of student-focused activities
- Possess fine interpersonal relationship skills
- Ability to articulate to groups of school employees
- Ability to work well with others in a team environment
- Ability to accept direction from supervisors
- Ability to follow work rules and procedures
- Ability to accept constructive criticism

Immediate Supervisor: Building Principal(s)

Position Function:

The (Power of Positive Students Program) is used in the school district to encourage a more positive attitude and higher self-esteem among students and within the school.

Specific Responsibilities:

- Communicate with staff regarding student activities.
- Maintain a record of activities for each grade level.
- Develop a yearly budget for the program.
- Strive for cooperative relationships with colleagues and students.
- Conduct an evaluation of students and staff on the program's effectiveness, and report the results of the evaluation as requested.
- Promote, facilitate, and organize the "Good Finders" at the 5-6th grade level.
- Promote, facilitate, and organize the "Spirit Team" activities at the 7th-8th grade level, including end-of-the year activities.

Evaluation: Evaluation of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the building principal(s).