

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: SCHOLASTIC AWARDS BANQUET COORDINATOR **File 424**

Reports to: Principal

Job Objectives: Oversees the planning and supervision of the Senior Scholastic Awards Banquet.

Minimum Qualifications Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
Documentation of a clear criminal record.
Complies with drug-free workplace rules and board policies.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

Upholds board policies and follows administrative procedures.
Promotes a favorable image of the school district. Encourages community partnerships that enhance district programs and services.
Maintains an accurate mailing list for all awards program presenters and scholarship donors to inform them of the banquet date and updates the Awards Program booklet.
Determines the student invitation list.
Keeps accurate inventory and order academic letters, pins, medallions, plaques, honor diploma stickers, honor cords, Award of Merit, Presidential Awards, and all other certificates.
Arranges banquet location, follow-up all reservation requests for dinner, and orders the necessary dinner supplies.
Collect all ticket orders and finalize dinner reservations.
Collect from the guidance department and forward the the completed scholarship applications to appropriate award presenter or organization.
Prepare the award presenter letter with specifics about the Awards Program, a ticket reservation form, and the scholarship recipient return form and distribute to all honorary and scholarship award presenters.
Prepare and mail honored student, parent and staff invitation letters with reservation response form.
Submits proper Purchase Order Requisitions for the Awards Program costs.
Prepare and submit to the Amherst Teachers Association the invoices for academic awards.
Meet with counselors and administrators to determine the recipients of all Steele High School awards.
Make name tags with seating arrangements, make certificates and arrange for engraving of award plaques. Organize packets with senior awards.
Responsible to arrange help and oversee the set up banquet room.
Preside over Awards Program the evening of event.
Prepare list of scholarships and recipients and submit to the *Amherst News Times*, Steele monthly newsletter, and Treasurer's Office for disbursement of funds.
Distribute pictures taken at Awards program to scholarship recipients and

presenter. Distribute awards to recipients unable to attend Awards program. Maintains high standards and upholds the student conduct code.

Respects personal privacy. Maintains the confidentiality of privileged information.
Promotes favorable recognition of program participants.
Obtains permission to be away when duties conflict with other assigned duties.
Reports evidence of suspected child abuse as required by law.
Monitors innovations, evaluates activities, and recommends program improvements.
Participates in staff meetings and professional growth opportunities as directed.
Accepts personal responsibility for decisions and conduct.
Strives to develop rapport and serve as a positive role model for others.
Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

Demonstrates professionalism and contributes to a positive work environment.
Organizes tasks and manages time effectively.
Skillfully manages individual, group, and organizational interactions.
Effectively uses verbal, nonverbal, writing, and listening skills.
Averts problem situations and intervenes to resolve conflicts.
Exhibits consistency, resourcefulness, and resilience.
Exercises self-control and perseverance when dealing with students.
Completes paperwork accurately. Verifies and correctly enters data.
Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

Duties may require lifting, carrying, and moving work-related supplies/equipment.
Duties may require operating and/or riding in a vehicle.
Duties may require traveling to meetings and work assignments.
Duties may require prolonged use of a computer keyboard and monitor.
Duties may require working extended hours.
Duties may require working under time constraints to meet deadlines.
Potential for exposure to adverse weather conditions and temperature extremes.
Potential for exposure to blood-borne pathogens and communicable diseases.
Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

No portion of this job description shall supersede the Master Agreement between the Amherst Teachers Association and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.

adopted 11/24/03