



Mohawk Local School District
295 State Highway 231
Sycamore, Ohio 44882



CLASSIFIED POSITION

DATE: May 6, 2025

POSITION: Dance Team Advisor – ½ position

Essential Functions:

- Ensure safety of students and staff
- Meet with students (parents if applicable) to discuss agenda, program, budget and/or fund-raising activities for the year; develop same consistent with school policy
- Schedule, coordinate and supervise all program and fund-raising activities
- Conduct regular meetings during and after school hours, and develop agenda
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student records, etc.
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required

Other Duties and Responsibilities:

- Assist treasurer in maintaining accurate financial records regarding fund raising activities, and deposit fund raising moneys and receipts with school treasurer as per board policy and state law
- Coordinate activities and events of the group/organization and securing of chaperones and all operational aspects
- Promote organization's activities
- Delegate work, ensure proper scheduling and implementation of programs by others, and supervise same
- Devise and implement quality standards for organization's activities
- Prepare news releases as appropriate
- Serve as a role model for students
- Interact with staff, administration, and/or Board of Education and present information as requested
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Building Principal

Qualifications:

- Bachelor's degree or equivalent from four-year college or university
- Leadership experience preferred
- State of Ohio teaching certificate/license
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Knowledge of the laws, content, rules and ethics related to the group/organizational program, goals, and purpose
- Knowledge of fundraising guidelines and activities
- Basic accounting and computer skills
- Leadership skills

SALARY: Per Negotiated Agreement

START DATE: 2025-2026 School Year

APPLICATION DEADLINE: Sunday, May 11, 2025

APPLICATION PROCEDURE:

Internal applicants must submit a letter of interest to: Amy Kozel, Athletic Director