
CHEERLEADER ADVISOR

Job Description:

The Head cheerleading advisor oversees the Varsity, Jr. Varsity Squads and a Mascot. The majority of duties for both squads are performed from March-November for football season and January-March for basketball season.

Qualifications:

1. Member of the high school staff or community member approved by the site administrator.
2. Certification in CPR and first aid
3. Prior successful experience as a participant in or coach of a cheerleading program.

Typical Duties:

1. Supervise Varsity and Jr. Varsity cheerleading squads at the activities and events where they perform.
2. Recruit, evaluate, and supervise a selection process to determine members of the cheerleading squads.
3. Develop and maintain a budget.
4. Maintain communication with the vice-principal, Activities Director and ASB bookkeeper.
5. Arrange and supervise a practice schedule and practices that are aligned with the school activity calendar. Communicate that schedule to the site administration, students, and parents.
6. Conduct practices and parent meetings in a professional and organized manner.
7. Develop guidelines for dress and routines that are consistent with school and district policies.
8. Arrange transportation for both squads in accordance with district and school preferences.
9. Purchase equipment and uniforms.
10. Coordinate and request approval for all cheerleading off-campus appearances.
11. Plan, coordinates, and supervise team summer camp for both squads and mascot.
12. Coordinate summer and school year fundraisers following district policies.
13. Follow established policies and procedures with ASB bookkeeper regarding fundraising, bank deposits and purchases.

Immediate supervisor: Vice Principal

Assignment: School Year

Salary: Stipend schedule