

Job title	<i>Code Club Sponsor</i>
Exempt	<i>Yes</i>
Salary	<i>As per the Master Contract</i>
Location	<i>Plymouth Community School Corporation</i>
Reports to	<i>Building Principal</i>

Job purpose:

The Code Club will support young people in learning how to code, advance their coding skills, and build confidence through coding projects.

Duties and responsibilities: *Other duties may be assigned.*

- Agenda and activities for the year:
 - The coach will use the resources available at codeclub.org, specifically the step-by-step projects.
 - The coach will be responsible for developing and/or maintaining a shared digital folder to house resources and projects.
 - The coach will have the autonomy to coordinate and hold practices.
- Meeting minutes and dates:
 - The club sponsor will choose between the following options:
 - Option 1 – Hold bi-weekly hour-long meetings from September to May with a call out meeting in August.
 - Option 2 – Hold weekly hour-long meetings September to January with a call out meeting in August OR January to May with a call out meeting in December.
- Maintain rosters:
 - The coach will be responsible for the recruitment and retainment of students who participate in Code Club.
 - Riverside recommends a max of 24 students to be on the roster with an attempt to have 12 students per grade level.
- Maintain schedules:
 - The coach will be responsible for creating and maintaining the meeting schedule and sharing those with administration, parents, and students.

Qualifications:

- Experience and interest in coding is preferred.

Dates/Length of Job Commitment:

- Approximately 24 hours over a span of 4-5 months OR 9 months. Practices will align with the PCSC Corporation calendar. If there is no school, there is no practice.

Terms of Employment:

As per the Master Contract.

Approved by:	<i>Mitchell D. MacLester</i>
Date approved:	<i>12-01-23</i>
Author:	<i>Kyle Coffman, Principal</i>

approved 12-01-23