



A World-Class Community of Learners

JOB DESCRIPTION

BAND GRADE SUBGRADE WORKING CONDITIONS

JOB TITLE

Club Advisor Tier 3

CONTRACT REFERENCE

FEA Master Agreement

TITLE OF IMMEDIATE SUPERVISOR

Activities Administrator

VERSION DATE

January 2016

JOB SUMMARY

History, frequency of meetings, school and community profile, as well as number of members is used to determine Tier designation. Tier 3 Activities are emerging activities and those with periodic meetings having low to moderate school service, representation and public profile. They are activity centered.

TASK NO.

**Frequency Band/
Grade**

The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	Organize and facilitate meetings.		
2.	Organize and supervise all activities related to every aspect of the club.		
3.	Oversee the club to ensure all activities are run independently from the school budget and fundraising is performed within district and school guidelines.		
4.	Create and maintain an atmosphere of inclusion, not only within the Club but between other clubs and activities as well.		
5.	Work collaboratively with school administration to ensure a positive atmosphere within the Club and the school in general.		
6.	Seek improvement through local, state, national, and international workshops, initiatives, and contacts if appropriate.		
7.	Work in collaboration with local personnel assigned to be part of the Fridley club leadership personnel if appropriate.		
8.	Be open to new ideas from students, staff, and administration and look for positive ways to respond to the ever changing climate of Fridley High School.		
9.	Follow school policies and guidelines related to fee collection, meeting times, transportation, and other related activities.		
10.	Other duties as assigned.		

JOB TITLE

Club Advisor Tier 3

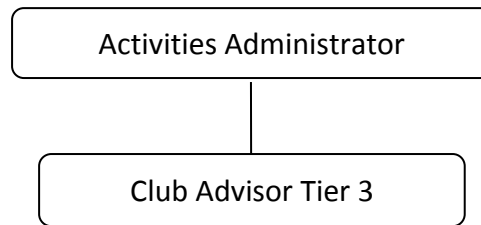
– Page 2

CONTRACT REFERENCE

FEA Master Agreement Schedule C

QUALIFICATIONS (Specific training or job experience required before appointment)

- Minnesota teaching license required
 - Experience in High School club management preferred
-

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

.....

WORK DIRECTION

ADVISE/INFORM

-.-.-.-

PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 60 pounds, occasionally being required to lift and/or move up to 80 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

NON EXEMPT

Not to exceed 40 hours per week.