



A World-Class Community of Learners

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
JOB TITLE			CONTRACT REFERENCE
Assistant Advisor			FEA Master Agreement

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Activities Administrator – Head Club Advisor	January 2016

JOB SUMMARY

To serve as the assistant to the head advisor of the program.

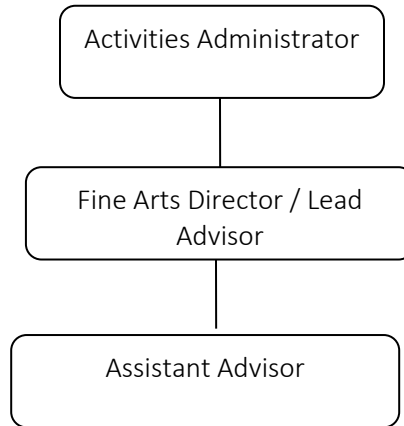
TASK NO.	FREQUENCY	BAND/GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:		
1.	Assist advising the club under the direction of the varsity head coach.	
2.	Attend all meetings required by the activities director and/or the head club advisor.	
3.	Where appropriate, act as the head club advisor when directed.	
4.	Complete all district paperwork, attend meetings, comply with state or national organization regulations, activities policies and complete pre and year-end responsibilities in a timely manner.	
5.	Act, dress, and respond professionally in all situations.	
6.	Be punctual and abide by all club and district rules and policies.	
7.	Be available for off-season activities under the direction of the advisor.	
8.	Support the overall vision of Fridley Activities through professional practices of honesty, integrity, respect and inclusion.	
9.	Other duties as assigned.	

QUALIFICATIONS (Specific training or job experience required before appointment)

- Advising specific experience preferred.

ORGANIZATIONAL RELATIONSHIPS



SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

WORK DIRECTION

ADVISE/INFORM

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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 25 pounds, occasionally being required to lift and/or move up to 40 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.