



A World-Class Community of Learners

JOB DESCRIPTION

BAND GRADE SUBGRADE WORKING CONDITIONS

JOB TITLE	CONTRACT REFERENCE
Fine Arts Director	FEA Master Agreement

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Activities Administrator	January 2016

JOB SUMMARY

The director will be responsible for the oversight of the program.

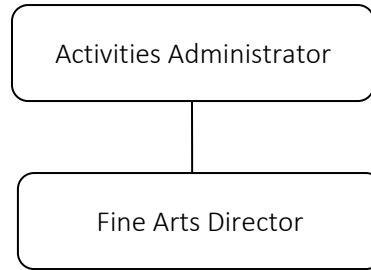
TASK NO.	FREQUENCY	BAND/GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	Overall program vision
2.	Recommendation of assistants to the activities administrator when appropriate
3.	Communicate and build relationships youth and MS like programs
4.	Off-season program development
5.	Practice and event management including oversight of equipment, uniforms, facilities, costumes, and day to day operations
6.	Booster club oversight
7.	Self-improvement and staff improvement
8.	Recommend event schedule to the activities by April of the upcoming year.
9.	Administration of all MSHSL, Conference, Fridley School District, and Fridley Middle School and Fridley High School policies and procedures
10.	Support the overall vision of Fridley Activities through professional practices of honesty, integrity, respect, inclusion and sportsmanship
11.	Other duties as assigned

QUALIFICATIONS (Specific training or job experience required before appointment)

- Specific fine art experience preferred
- Teaching license and district staff 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 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.