



A World-Class Community of Learners

JOB DESCRIPTION

BAND GRADE SUBGRADE WORKING CONDITIONS

JOB TITLE

Link Crew Leader

CONTRACT REFERENCE

FEA Master Agreement

TITLE OF IMMEDIATE SUPERVISOR

Activities Director

VERSION DATE

January 2016

JOB SUMMARY

To oversee and manage all activities of Fridley Link Crew.

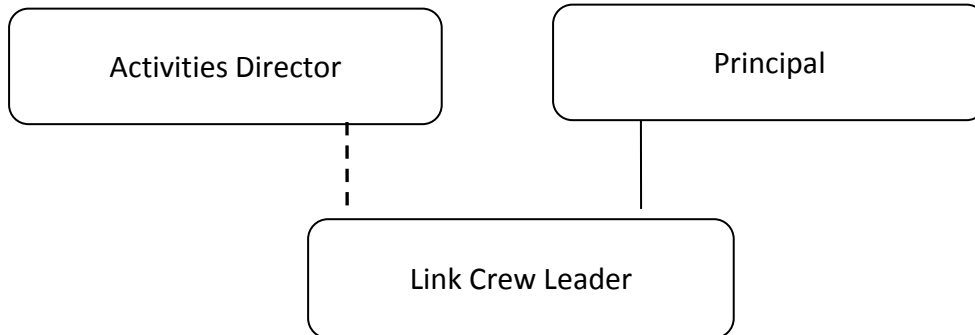
TASK NO.

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 Link Crew.
3.	Attend all Link Crew program trainings.
4.	Train and coordinate the 1 st day program following Link Crew training and philosophy.
5.	Create and maintain an atmosphere of inclusion, not only within Link Crew but between other clubs and activities as well.
6.	Work collaboratively with school administration to ensure a positive atmosphere within Link Crew and the school in general.
7.	Maintain a strong working relationship with the Fridley SSS office and the Transition Dean.
8.	Coordinate support for the Courage Retreat and other transition initiatives.
9.	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.
10.	Other duties as assigned.

QUALIFICATIONS (Specific training or job experience required before appointment)

- Teaching license required
 - High School Staff
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JOB TITLELink Crew Staff
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ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

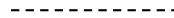
DIRECT SUPERVISION



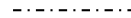
INDIRECT SUPERVISION



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.