



A World-Class Community of Learners

JOB DESCRIPTION

BAND GRADE SUBGRADE WORKING CONDITIONS

JOB TITLE	CONTRACT REFERENCE
MS Activities Coordinator	FEA Master Agreement

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Activities Administrator	January 2016

JOB SUMMARY

Assist the activities administrator in the overall execution of the middle school activities program.

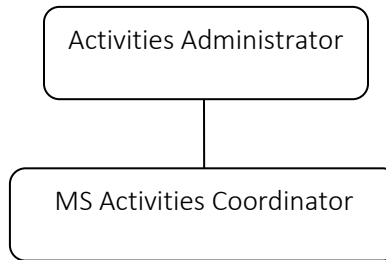
TASK NO.	FREQUENCY	BAND/GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	Provide Leadership to coaches in recruiting support and sign-ups.
2.	Making announcements when needed.
3.	Check in with management for an issues with rosters, uniforms or equipment, practice and game schedules, parent communication and transportation issues for games and practices.
4.	Complete facility set up and take down at home games.
5.	Supervise and secure the facility and coordinate the Event Workers for the home games.
6.	Attend preseason and post season coaches' meetings.
7.	Provide Coaching evaluation and support.
8.	Promote District Activities Mission and Vision.
9.	Update MS Activities handbook and policies as needed.
10.	Collaborate with District Activities office and personnel.
11.	Other duties as assigned.

QUALIFICATIONS (Specific training or job experience required before appointment)

- Minnesota teaching/counseling license required.
- Minnesota principal license preferred.
- Minnesota head coach certification preferred.
- Athletics and/or fine arts 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.