

**JOB DESCRIPTION**

**BAND    GRADE    SUBGRADE    WORKING CONDITIONS**

<b>JOB TITLE</b>	<b>CONTRACT REFERENCE</b>
Homeroom Activities Coordinator	FEA Master Agreement

<b>TITLE OF IMMEDIATE SUPERVISOR</b>	<b>VERSION DATE</b>
Activities Administrator	January 2016

**JOB SUMMARY**

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

**TASK NO.**

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	Promote athletics, fine arts and clubs at the middle school.
2.	Execute the promotion, sign-up, fee and form collection of all activities centered at the middle school.
3.	Attend the middle school conference Activities Administrator meetings throughout the year.
4.	Meet weekly with the Activities Administrator.
5.	Hold preseason meetings for middle school coaches, directors, and advisors
6.	Uphold the middle activities handbook as it relates to students' behavior, attendance and eligibility guidelines.
7.	Ensure that all home events are staffed correctly in regards to supervision, crowd control, and proper scoring for each activity.
8.	Oversee the equipment and uniform budget while working with coaches and parents to provide those things needed which are not supplied by the district.
9.	Ensure that all activity fundraising is appropriate and within district guidelines.
10.	Establish an equipment and uniform inventory as well as a system for distribution and collection that ensures proper care and accountability.
11.	Ensure that coaches follow district guidelines as outlined in the district coaches' handbook.
12.	Work collaboratively with the district administrative assistant to ensure transportation, officials, facility usage, and game schedules are up to date.
13.	Serve as a liaison between the middle school administrative team and the District Activities Administrator.
14.	Other duties as assigned by the activities administrator.

---

**JOB TITLE**

Homeroom Activities Coordinator

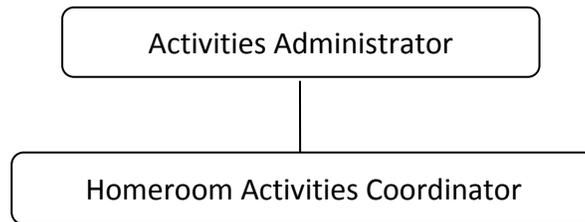
– Page 2

**CONTRACT REFERENCE**FEA Master Agreement

---

**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

-.-.-.-

---

**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.