

JOB DESCRIPTION

BAND GRADE SUBGRADE WORKING CONDITIONS

JOB TITLE

Intramural Assistant

CONTRACT REFERENCE

FEA Master Agreement

TITLE OF IMMEDIATE SUPERVISOR

Activities Administrator or Middle School Activities Coordinator

VERSION DATE

January 2016

JOB SUMMARY

Supervise the intramural program supplementing the overall activity program of the district.

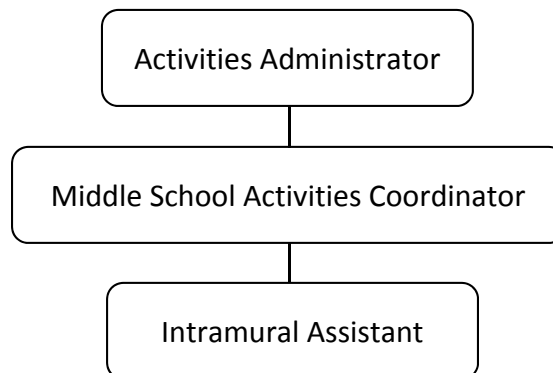
TASK NO.

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	Supervise the athletic area including: locker rooms, back gym, main gym, lobby concession area and mezzanine level of the gym.
2.	Locker rooms are locked at 3:20 PM.
3.	All students in the area are with the supervising adult.
4.	Unsupervised students are escorted from the school.
5.	Report any unsupervised activities to the school administration.
6.	Report habitual loiterers to school administration.
7.	Other duties as assigned.

QUALIFICATIONS (Specific training or job experience required before appointment)

- Minnesota teaching license preferred.
- Athletics or fine arts experience preferred.

ORGANIZATIONAL RELATIONSHIPS



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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 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.