

JOB DESCRIPTION

BAND GRADE SUBGRADE WORKING CONDITIONS

JOB TITLE Intramural Coordinator	CONTRACT REFERENCE FEA Master Agreement
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TITLE OF IMMEDIATE SUPERVISOR Activities Administrator or Middle School Activities Coordinator	VERSION DATE January 2016
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JOB SUMMARY

Coordinate 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.	Survey students to gather information regarding interest in activities.
2.	With the collaboration of the supervisor schedule activities.
3.	With the collaboration of the supervisor hire needed positions to execute the program.
4.	Coordinate equipment needs with building physical education staff.
5.	Supervise all activities of the program.
6.	Create program standards and expectations to ensure academic and behavioral integrity within the program.
7.	Communicate with students, staff, and parents to ensure a safe and organized environment.
8.	Supervise hired staff and student participants at each activity.
9.	Other duties as assigned.

QUALIFICATIONS (Specific training or job experience required before appointment)

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

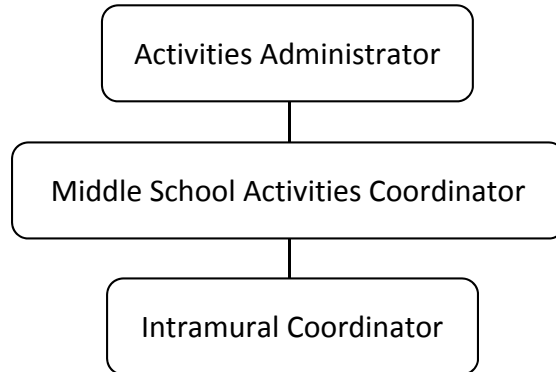
JOB TITLE

Intramural Coordinator

CONTRACT REFERENCE

FEA Master Agreement

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ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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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.