

Cochrane – Fountain City School District

Job Description

Job Title: Student Activity Club Advisor

Supervisor: Principal & Activities Director

Job Summary

Position is responsible for coaching/teaching students in club etiquette, strategies, and techniques to prepare them for competition/performance related to the activity. Position motivates student athletes to develop an appreciation of the activity. Position centers on creating positive relationships with student activity members.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

Essential Duties

1. Adheres to District Co – Curricular Philosophy.
2. Finds and schedules performances/competitions with the approval of the Activities Director.
3. Focus Efforts on building positive relationships with activity club members.
4. Conducts self as a personal example of positive demeanor for the students and represents the school in a favorable manner.
5. Holds organizational meetings for club and encourages a variety of students to participate.
6. Develops a regular practice schedule and organizes practice time to provide both individual and group development.
7. Works with the activities director in scheduling facilities for practices, performances, and competitions.
8. Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the activity.
9. Establishes and maintains standards of pupil behavior and provides proper supervision of students at all times.
10. Monitors the academic performance of team members to ensure that eligibility requirements are met; and encourages students to maintain a high academic standard.
11. Follows established procedures in the event of an emergency situation.
12. Conferences with parents/guardians, as necessary, regarding the performance, academic, and behavioral abilities of the student.
13. Follows appropriate governing body guidelines regarding the activity.
14. Models positive behavior and maintains appropriate conduct towards students, and all adults involved in the program.
15. Acts as a team representative and promotes the activity by communicating with the news media, booster clubs, service clubs, and other organizations.
16. Follows established procedures for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms.
17. Works with the activities director to develop a policy for awards and submits a list of award winners at the end of the season/school year.
18. Follows appropriate fundraising guidelines as directed by the District Policy.
19. Models nondiscriminatory practices in all activities.
20. Develops an Expectations Packet for students and parents, explaining what is required in the activity.

Other Duties

1. Attends staff development meetings, clinics, and other professional activities to improve performance.
2. Performs any other related duties as assigned by the Principal & Activities Director or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Some experience as an activity advisor at the high school or another level preferred. Must possess effective coaching and teaching techniques and skills. Must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the activity. Must possess the ability to establish and maintain effective working and positive relationships with school administrators, parents, and students. Certified to teach in Wisconsin preferred.

Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment or outdoors. Duties may be performed away from school. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Assistant Coaches at both high school and junior high levels

Supervision Received: Principal and Athletic Director

This job description in no way states or implies that these are the only duties to be performed by this employee. The coach will be required to follow any other instructions and to perform any other related duties as assigned by the principal or athletic director appropriate administrator. Cochrane – Fountain City School District reserves the right to update, revise or change this job description and related duties at any time.

Description Applies to the Following Activity Advisor Assignments: FFA, FBLA, Robotics Team, Trap Team, Math Team, Class Advisors, Student Council Advisors, Drama, Extra Bands/Choirs, All other student Activity Organizations

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date