



Fort Cherry School District

Job Description

Title:	Activity Sponsor
Overview:	Employee shall assist with management and supervision of the District's activity program; shall help each participating students achieve a high level of skill, and appreciation for the values of the activity
Location:	Coordinating Building/Location
Reports to:	Building Principal
Supervises:	NA
Coordinates with:	All Administrative and Supervisory Personnel of the School District All Employees of the School District either directly or indirectly National, State, and Regional Associations, as appropriate Program Partners (i.e. Program specific, community, school, higher education, etc.) Parents Student Leaders

Essential Duties:

1. Serve as liaison to federal, state, and/or local program
2. Adhere to FCSD District policies, administrative protocols/procedures, and building requirements
3. Act as a positive role model
4. Build individual participants skills in the Activity
5. Coordinate and supervise the Activity and participant involvement at all times
6. Commit to availability after hour, weekend, and non-school days

7. Assist in supervising, creating, and selecting yearly goals and projects
8. Assist in coordinating and supervising student fundraising activities
9. Obtain information, innovative ideas, and techniques to promote and expand Activity
10. Obtain advance approval of the Building Principal for all activities and expenditures
11. Adhere to all District health and safety policies
12. Participate in staff development training programs, faculty meetings, and special events as assigned
13. Communicate effectively with all members of the District and Community
14. React to change productively and handle other tasks as assigned
15. Maintain confidentiality
16. Support the mission, vision, and belief statements of the District
17. Any other responsibilities assigned by the Superintendent/Building Principal/Athletic Director/Coach

Qualifications and Skills:

- High School Diploma, Associate/Bachelor's degree preferred
- Valid certificate for the Activity, if applicable
- Training in the Activity, if applicable
- Experience related to the Activity, preferred
- Demonstrate working knowledge of Federal, State, and Local rules and regulations related to athletics Activity if applicable
- Demonstrate strong communication skills both verbal and written
- Ability to work well with others and have positive attitude
- Ability to organize, supervise, and set priorities

- Ability to multi-task and exercise good judgment while working in a dynamic environment
- Ability to respond sensitively to common inquiries or complaints
- Ability to supervise and manage others
- Ability to work independently and be self-motivated
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations
- Any addition to the above qualifications/skills as be determined by the Board of School Directors/Superintendent

Terms of Employment:

Employment obligations will be defined in the Professional Educator Collective Bargaining Agreement; such items as work year, workdays, salary, and benefits will be established in accordance with the provisions of the agreement

Evaluation:

Job performance will be evaluated at least annually in accordance with the provisions outlined in the employee's agreement