



**TITLE:** Family Night Coordinator (stipend job description)

**EMPLOYMENT:** School year **SALARY:** Extra Duty Salary Schedule **FLSA STATUS:** Exempt

**QUALIFICATIONS:**

- Possesses appropriate Arizona Teacher Certificate.
- Possesses special area endorsements as required by state and/or federal regulations or District policy and procedures.

**ESSENTIAL FUNCTIONS:**

- **Schedule:**
  - Plan dates and times for Family Night (monthly)
  - Select weekly themes
- **Staff:**
  - Select and train staff
  - Keep track of hours worked
  - Help with staff time sheets
- **Supplies:**
  - Compile list of supplies needed based on weekly themes, as well as games and door prizes
  - Write Purchase Orders
  - Send Purchase Orders or go to store to purchase items
- **Attendance:**
  - Create method to keep track of attendance at Family Night
  - Turn in attendance to appropriate person
- **Create method to advertise family Night:**
  - Write articles for school newsletter
  - Weekly flyer announcing Family Night
- **Computer Lab**
  - Monitor use of Lab
  - Prepare cards or lists of appropriate programs to use
  - Check with Computer teacher to see that lab is left in good shape
  - Provide ways to share computers when families are waiting
- Performs other duties as assigned.

**REPORTS TO:** Principal and/or Assistant Principal/TOA **SUPERVISES:** No supervisory responsibilities

**PHYSICAL DEMANDS:** 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 employee is continuously required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift/or move up to 35 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus.

**HOW TO APPLY:** Applications can be obtained from the Balsz School District office or via our website: [www.balsz.org](http://www.balsz.org). If you are a District employee and are interested in applying for this position, submit a PAR with any backup documentation indicating your qualifications for consideration.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and isn't an exhaustive list of duties performed for this position. Balsz is an Equal Opportunity Employer.