

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Coordinator School Activities	
<i>Supervisor:</i> Principal	<i>Classification:</i> Salary, Non-Represented
<i>Days/Months:</i> 11 Months	<i>Grade:</i> 5

Job Summary

The school activities coordinator plans, organizes, schedules, and supervises all school-sponsored student activities to include but not limited to, athletic, student government, drama, band, newspaper, and related public activities associated with assigned school programs and physical facilities.

Essential Job Functions

Schedules and coordinates transportation, lodging, and meals for all school sponsored athletic, academic, and student government activities, to include buses, air transportation, and rooms.

Coordinates with the administration attendance and representation at Region VI meetings.

Schedules and coordinates, through the building rentals specialist, the use of all indoor and outdoor athletic facilities, to include, football, track, hockey, and basketball arenas. Also, through the building rentals specialist, schedules and coordinates the use of building meeting rooms and facilities for the following: school-sponsored academic activities, student government activities, authorized public activities, and visiting teams and guests; and for school-sponsored activities in other district locations and out-of-district locations.

Provides input into policy development, uses discretion in applying management policy and in conducting general business operations within scope of activities related events and duties. Serves as liaison between coaches, sponsors, booster clubs, and the administration in the implementation of policies and practices.

Coordinates with coaches and principal the purchase and repair of equipment and supplies and all maintenance work orders for athletic facilities. Responsible for collecting all inventories of equipment from head coaches at the end of the season and for storage and care of equipment and supplies.

Coordinates publicity for all activities with appropriate personnel. Coordinates the printing of schedule cards and programs.

Assists with the recruiting, interviewing, and selection of coaches and sponsors in accordance with FEA agreement.

Coordinates the orientation of coaches and sponsors, and distributes Coach's Handbook, district policies, regulations, and guidelines. Collects and maintains signature forms from coaches and sponsors indicating they have read and understand their handbooks, and from students indicating they have received a copy of their handbook.

Coordinates/schedules with counselors, coaches, and teachers the awards assemblies/banquets at the end of seasons and the school year. Responsible for ordering all awards, medallions, etc. for activities related assemblies/banquets.

Collects, accounts for, and deposits activity related school funds.
Support coaches in gathering information regarding NCAA and NAIA opportunities and eligibility requirements for students.

Coordinates current eligibility status of all students participating in district activities. Initiates appropriate action for students deemed ineligible, in conjunction with the administration.

Acts to insure the safety and security of students, personnel, and school property within the school facility, on school grounds, and in school-related activities off school property.

Coordinates ambulance service, physicians/trainers service, public address system, pre-game activities, half-time activities, and sales programs and concessions for all home games.

Coordinates officials and volunteers for all academic and athletic events.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Computer, printer, fax, copy machine, calculator, and other office equipment.

Independent Decisions

Independent decision making expected, while simultaneously keeping supervisor informed of actions.

Primary Working Contacts

Works closely with principals, assistant principals, teachers, coaches, students, parents, regional and state athletic associations, transportation agents, vendors, booster clubs, community agencies, members of the media, and other members of the public.

Responsibility for Cash, Equipment, Safety

Handles cash related to school activity funds and manages school activities equipment.

Supervision Received and Exercised

Supervised by the school principal.

Unusual Working Conditions

Must work a flex or swing schedule to include weekday and evening split shift hours, as well as, frequent weekend hours during sports seasons, including late spring and early fall. May travel and be required to spend nights out of town. Frequently required to push and lift 50 pounds or more when working with speakers, audiovisual equipment, TV's, AV/VCR carts, boxes of books, etc. Multiple demands and assignments from different people, concurrently. Independent decision making expected, verifying courses of action with supervisor and district administrators as necessary.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally push and lift items weighing 50 lbs or more. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure. *The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

Job Qualifications

The following are required:

1. Exempt position requires - Associates degree or equivalent (48 college credits).
2. Certified position requires – Alaska type A teaching certificate.
3. Two (2) years of progressively responsible experience in activities coordination or related experience. Coaching, officiating, student activity sponsorship, and community involvement experience is highly desirable.
4. Must possess strong interpersonal skills, computer literacy skills, and demonstrated skills related to detail and organization. Familiarity with computer programs to include, but not limited to, scheduling, word processing, spreadsheet, database, email, and internet access software.
5. Must possess a thorough knowledge of district athletic and activities programs as well as local and regional sports organization rules and regulations including ASAA, and Region VI rules, regulations, and policies.
6. Must be able to effectively present information and respond to questions from groups of administrators, staff, parents, students, and the general public.
7. Must be able to interpret and effectively implement instructions furnished in written, oral, diagram, or schedule form.
8. Must be able to effectively prioritize and manage multiple assignments.

The following are preferred:

1. Bachelor's degree in related field

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.