

GERVAIS SCHOOL DISTRICT #1

Middle School Extra-Curricular Programs Director

QUALIFICATIONS:

- ♦ A valid Oregon teaching license;
- ♦ Degrees and areas of study as required for Oregon licensing;
- ♦ Prior job-related experience will be considered but is not required;
- ♦ Such alternatives to the above qualifications as the Board may find appropriate and acceptable; and
- ♦ Valid First Aid Card, or obtain one within 2 months from hire date.

REPORTS TO:

- ♦ Middle School Principal

JOB GOAL:

- ♦ To develop and oversee quality middle school extracurricular activities that appeal to a wide range of student interests and needs - current programs include sports (volleyball, football, soccer, basketball, wrestling, track), drama, student council, Odyssey of the Mind, Pentagames and Chess.

PERFORMANCE RESPONSIBILITIES:

- ♦ Prepare a hiring schedule for the year and submit vacancy announcements to the district office in a timely manner to hire qualified staff for all activities overseen by this position;
- ♦ Interview applicants for staffing positions and make hiring recommendations to the principal;
- ♦ Assist the principal in the evaluation of staff on middle school extra duty contracts;
- ♦ Attend league athletic director meetings as required preparing league schedules and organizing activities;
- ♦ Attend other area meetings (i.e. Odyssey of the Mind, Pentagames) to schedule and organize related activities;
- ♦ Oversee, schedule and organize middle school extracurricular activities;
- ♦ Schedule referees and supervisors for home events;
- ♦ Oversee purchasing and inventory of all supplies and equipment;
- ♦ Assist with the preparation of the annual budget and monitor expenditures within the scope of the approved budget;
- ♦ Oversee student eligibility for all activities;
- ♦ Facilitate student recognition programs;
- ♦ Advertise and communicate activities to students, parents, administrators, the Board and the community;
- ♦ Follow district policies, building rules, and perform other duties as assigned;
- ♦ Work with the Gervais My AfterSchool Academic Program to facilitate communications and a cooperative nature between the two programs;
- ♦ Supervise all games and activities;
- ♦ Coordinate program with Gervais High School Athletic Director; and
- ♦ Prepare, with the assistance of the principal, related grants that are used to fund activities tied to outside funding sources.

TERMS OF EMPLOYMENT:

- ♦ According to Board policy, master contract and school calendar. 200 day contract.

EVALUATION:

- ♦ Performance will be evaluated annually according to Board Policy and established procedures.

I have received a copy of this job description.

Signature

Date