

EPPING SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: CO-CURRICULAR ADVISOR (Requiring 50 or more hours)

GENERAL DESCRIPTION: The Epping School District may offer co-curricular activities as an extension of the regular school day curriculum. The overall goal of this position is to instruct students in the fundamental skills, strategies, and training necessary to realize a degree of individual and/or team success in the co-curricular activity.

Advisors are responsible for co-curricular activities requiring fifty (50) or more hours, student supervision, and resource management. This position is in addition to the teachers' regularly assigned duties, if employed in the district, and may require before school, after school, and/or non-school time.

Candidates will be interviewed by the school administration. The Advisor will be appointed for a one-year term and assessed by the school administration during this term.

Position is open to qualified individuals inside and outside the district.

QUALIFICATIONS:

1. Previous successful experience in co-curricular area preferred
2. Substantial knowledge in the co-curricular area
3. Ability to organize and supervise a total co-curricular program
4. Strong student and/or adult supervisory skills
5. Familiarity with student discipline and safety protocols
6. Strong budget, facilities, and equipment management skills
7. Strong communication skills
8. Ability to work cooperatively with students, parents, school staff, and administration

CLASSIFICATION: This position is designated as a teacher stipend position subject to the Teachers' Collective Bargaining Agreement and School Board Policy.

REPORTS TO: School Principal, evaluation by School Principal

SUPERVISES: Assigned staff and/or volunteers in conjunction with School Principal

GENERAL PERFORMANCE RESPONSIBILITIES:

PROGRAM:

1. Know and uphold Epping School District Extracurricular Policy.
2. Conduct and supervise co-curricular activities within school and district policy.
3. Submit a co-curricular activity plan including rules, activities, practices, contests, and/or travel requirements to the School Principal for approval.
4. Keep activity within the time period specified by the School Principal.
5. Schedule activities, practices, and/or contests as applicable.
6. Assist the School Principal in scheduling facilities, transportation, and other needs.
7. Follow district safety protocols and have access to first aid equipment.

8. Be the first to arrive and the last to leave for all co-curricular activities.
9. Secure district facilities/grounds after the co-curricular activity.
10. Supervise all volunteers and ensure compliance with district background check policy.
11. Advise the School Principal on concerns and recommend changes as needed.
12. Use the proper administrative chain of command.
13. Report all contest results if applicable to the School Principal within 24 hours.
14. Keep accurate records of time spent and students attending meetings and activities.
15. Submit an end of activity report on the co-curricular program to the School Principal.
16. Perform other co-curricular associated duties assigned by the School Principal.

RESOURCES (FUNDING, SUPPLIES, EQUIPMENT & OTHER MATERIALS):

1. Demonstrate the manner in which resources are to be used and taken care of.
2. Protect resources and keep in good condition.
3. Inventory resources at the beginning and end of each activity.
4. Submit an end of activity resource request list to the School Principal.
5. Oversee fundraising activities and be accountable for the receipt and expenditure of all funds.

STUDENTS AND PARENTS:

1. Communicate the purpose and rules and regulations, including communication protocols, of the co-curricular program to students and parents.
2. Define the criteria for selecting students interested in the co-curricular activity.
3. Keep an up-to-date roster of co-curricular students.
4. Supervise students at all times using appropriate school rules, safety protocols, permission forms, and other required documentation.
5. Supervise and direct any co-curricular student assistants or officers.
6. Know and uphold the academic and illegal substance guidelines set forth in policy.
7. Track weekly grades and conduct of co-curricular students.
8. Complete district paperwork on student injuries and submit to School Principal within 24 hours.
9. Strive to improve student's skills by encouraging attendance at co-curricular activities and using resources made available.

COMPENSATION: Supplementary compensation in addition to teacher salary schedule per Teachers' Agreement. Compensation is based on time, supervision of students, and resource management.