

FREMONT SCHOOL DISTRICT  
JOB DESCRIPTION

**POSITION TITLE:** Extra-Curricular Advisor

**CONTRACT TYPE:** Extra-curricular

**JOB GOAL:** The Fremont 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.

**QUALIFICATIONS:**

- Bachelor's Degree from an accredited institution
- Experience as an athletic director or head coach
- NH Certification in a related field
- Previous successful experience in co-curricular area preferred
- Substantial knowledge in the co-curricular area
- Ability to organize and supervise a total co-curricular program
- Strong student and/or adult supervisory skills
- Familiarity with student discipline and safety protocols
- Strong communication skills
- Ability to work cooperatively with students, parents, school staff, and administration

**REPORTS TO:** Principal

**PERFORMANCE RESPONSIBILITIES:**

1. Know and uphold Fremont 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.

**PHYSICAL ACTIVITY REQUIREMENTS**

**Primary Physical Requirements:**

- |                                  |                       |
|----------------------------------|-----------------------|
| 1. Lift up to 10 lbs.:           | Frequently required   |
| 2. Lift 11 to 25 lbs.:           | Occasionally required |
| 3. Lift 25 to 50 lbs.:           | Occasionally required |
| 4. Lift over 50 lbs.:            | Not required          |
| 5. Carry up to 10 lbs:           | Frequently required   |
| 6. Carry 11 to 25 lbs:           | Occasionally required |
| 7. Carry 26 to 50 lbs:           | Occasionally required |
| 8. Carry over 50 lbs:            | Rarely required       |
| 9. Reach above shoulder height:  | Occasionally required |
| 10. Reach at shoulder height:    | Occasionally required |
| 11. Reach below shoulder height: | Occasionally required |
| 12. Push/Pull:                   | Rarely required       |

**Hand Manipulation:**

- |                            |  |
|----------------------------|--|
| 1. Grasping:               | Occasionally required                      |
| 2. Handling:               | Occasionally required                      |
| 3. Torquing:               | Occasionally required                      |
| 4. Fingering:              | Frequently required                        |
| 5. Controls and Equipment: | Computer, telephone, copy and FAX machines |

Other Physical Consideration:

- 1. Twisting: Rarely required
- 2. Bending: Rarely required
- 3. Crawling: Rarely required
- 4. Squatting: Rarely required
- 5. Kneeling: Rarely required
- 6. Crouching: Rarely required
- 7. Climbing: Rarely required
- 8. Balancing: Rarely required

Work Surface(s):

Varies: carpeting, linoleum, tile, etc.

During the Work Day, Employee is Required to:

	Consecutive Hours	Total Hours
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirement(s):

- 1. Talking: Necessary for communicating with others.
- 2. Hearing: Necessary for receiving instructions and queries.
- 3. Sight: Necessary for doing job effectively and correctly.
- 4. Tasting and Smelling: Not required.

Specific Vocational Preparation Requirements:

- 1. Short demonstration only \_\_\_\_\_
- 2. Any beyond short demonstration up to and including 30 days \_\_\_\_\_
- 3. 30-90 days \_\_\_\_\_
- 4. 91-180 days \_\_\_\_\_
- 5. 181 days to 1 year \_\_\_\_\_
- 6. 1 to 2 years \_\_\_\_\_
- 7. 2 to 4 years \_\_\_\_\_
- 8. 4 to 10 years \_\_\_\_\_ X
- 9. Over 10 years \_\_\_\_\_

Other Training, Skills and Experience Requirements:

Computer skills, knowledge of computer networks, knowledge of computer hardware and software, knowledge of curriculum and grant-writing skills.

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit, stand, and walk as needed.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge,

skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of this job description as necessary from time to time. This job description does not constitute an employment agreement between the District and them employee and is subject to change by the District as the needs of the District and requirements of the job change. The Fremont School District is an Equal Opportunity Employer. Position is subject to Fremont School District policy, rules, and regulations.