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Position Title: Co-curricular Non-athletic Activity Advisor  
Qualifications: Interest and experiences related to the activity  
Department: West Salem School District Office  
Reports To: Athletic Director/Building Principal  
Approved By: Board of Education Date: April 27, 2009

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- I. Summary: The Activity Advisor is responsible for coordinating, organizing, and promoting a comprehensive program that meets the needs and interests of the students for this activity. In addition, by providing leadership, instruction, and motivation, the Activity Advisor will help students achieve skills in a particular activity, an appreciation for the value of discipline and an increased level of self-esteem.
- II. Essential Duties and Responsibilities:
- A. Provides leadership and motivation to build a strong activity;
  - B. Complies with all policies, rules and regulations set forth by West Salem School District.
  - C. Communicates personal and program expectations to participants including: attendance at meetings and events, equipment care, letter requirements, and participant conduct.
  - D. Attends all meetings and events.
  - E. Develops and follows a proper disciplinary system;
  - F. Ensures that all required forms are submitted in a timely manner, including budgets, program information, accident reports, etc.
  - G. Develops and maintains, in conjunction with the Building Principal, a sound system for equipment accountability.
  - H. Coordinates team transportation arrangements for all away events off campus with the Building Principal and Transportation Administrative Assistant.
  - I. Ensures that Board policies as related to fundraising are followed.
  - J. Cooperates with maintenance staff, transportation staff, and others involved in supporting co-curricular activity.
  - K. Provides information to and cooperates with district staff, local media, parents, and community members.
  - L. Assumes responsibility for professional growth and keeps materials, records, supplies, and skills up-to-date;
  - M. Attends all meetings as directed by the Building Principal.
  - N. Performs other duties as assigned.
  - O. Is knowledgeable of and follows all school district policies.
  - P. As a representative of the school district deals with the public and school employees and students in a courteous and professional manner.
  - Q. Performs all other duties as the superintendent or Board may determine.
- III. Supervisory Responsibilities:
- IV. Qualification Requirements:  
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.
- A. Education and/or Experience  
High school diploma and appropriate experiences related to the activity
  - B. Certificates, Licenses, Registrations:  
Current AED, CPR and Driver's license.
  - C. Language Skills:  
Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

- D. Mathematical Skills:  
Ability to read and interpret charts, graphs and computer sums.
- E. Reasoning Ability:
1. Ability to define problems, collect data, establish facts and draw valid conclusions.
  2. Ability to interpret an extensive variety of technical instruction in deal with several abstract and concrete variables.
- F. Technology Skills:
1. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.
  2. Demonstrate appropriate software skill levels for word processing, spreadsheets, database, presentations, and telecommunications.
- G. Other Skills and Abilities
1. Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.
  2. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members and the general public.
- H. Physical Demands:
1. 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.
  2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
  3. Must be able to exert 30-60 pounds of force occasionally and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move object.
- I. Work Environment:
1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.