

**TITLE:** General Co-Curricular Job Description

**DEPARTMENT:** Activities

**REPORTS TO:** Activity Coordinator/Building Principal

**POSITION SUMMARY:** The person in this position is responsible for the planning and direction of a co-curricular activity in the Issaquah School District. The educational goal is to provide an opportunity for students to achieve a high level of skill, as well as an appreciation of teamwork. It is a requirement of this position to supervise all students and staff in a manner that maintains a safe school environment.

**ESSENTIAL FUNCTIONS:**

- Holds organizational meetings for potential participants and encourages participants to participate in the program
- Submits club rosters to the athletic/activity secretary and activity coordinator upon request
- Submits and monitors all paperwork and accounting procedures including: financial records including budgeting, purchase orders, fundraising reports, inventories, field trips, and attendance
- Adheres to financial Regulations and practices of the District in regard to the handling of money, expenses, and receipts
- Inventory equipment no later than three (3) weeks after the end of the school year
- Works with the activity coordinator and facility manager as needed to reserve space
- Arranges and maintains calendar of all meetings and events and ensures a District employee is present at all times
- Supervises students at all meetings and events and ensure appropriate behavior
- Communicates with parents/guardians, as necessary
- Follows and maintains knowledge of all District Regulations and procedures
- Oversees and monitors volunteers for following District Regulations.
- Enforces discipline regulations and emphasizes healthy lifestyles.
- Instructs student-performers on and maintains a safe environment and facilities for student participants at all times.
- Completes District injury report for any student injured within 24 hours even if student does not see physician.
- Models professional behavior and maintains appropriate conduct towards performers, staff members, and audience members.
- Professionally represents the school and the District in interactions with student, parents, community, staff and the media.
- Maintains appropriate certifications and training hours as required the ISD.
- Demonstrates regular and prompt attendance at all events.
- Models nondiscriminatory practices in all activities.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**QUALIFICATIONS:**

**Working Conditions & Physical Requirements**

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

**Work Environment**

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. Duties are normally performed in a school environment or outdoors.

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

**EDUCATION:** High school diploma or equivalent.

**EXPERIENCE:** Job related experience is desired.

**REQUIRED TESTING:** None Required

**CERTIFICATES AND LICENSES:** None Required

**CONTINUING EDUCATION/TRAINING:** None Specified

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** Unrepresented

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date