

EXTRA CURRICULAR ACTIVITY ADVISOR - HIGH SCHOOL

- QUALIFICATIONS:**
1. Knowledgeable of sport or activity
 2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Building Principal/Athletic Director

JOB GOAL: To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

PERFORMANCE RESPONSIBILITIES:

1. Coaches individual participants in the skills necessary for excellent achievement in the sport or extra curricular activity involved;
2. Plans and schedules a regular program of practice or activities in the season or during the school year;
3. Works closely with the building principal in scheduling activities and/or interscholastic contests;
4. Recommends purchase of equipment, supplies, and uniforms as appropriate;
5. Maintains necessary attendance forms, insurance records, and similar records;
6. Oversees the safety conditions of the facilities or area in which assigned activity and/or sport is conducted at all times that students are present;
7. Establishes performance criteria for eligibility;
8. Enforces discipline and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual students;
9. Advises students on proper techniques for using equipment, supplies, and materials;
10. Completes inventory, where applicable, at the end of each season or school year, and furnishes this list to the building principal and/or athletic director;
11. Daily inspects equipment and repairs equipment as necessary, or recommends replacement of faulty or unsafe equipment;
12. Informs media of contest results, citing students who have significantly contributed to the event or contest;
13. Attends conferences and inservices to remain current on techniques for coaching/advising techniques, management of students, equipment, first aid, safety and game management;
14. Attends W.I.A.A. Rules Meetings and other association meetings for extra curricular events, completes rules examinations as required;
15. Reports injuries and unsafe conditions to the principal;

16. Acts as a resource person or speaker at athletic banquets, booster club meetings, parents' nights, or recognition nights and award meetings;
17. Oversees correct treatment of injuries of athletes, counsels students on personal problems and concerns, and aids in the promotion of a positive attitude of students participating in the activity or sport;
18. Organizes fund raisers and makes a financial accounting to the bookkeeper in the High School office as per Board of Education policies;
19. Cooperates with administration and faculty on coordination of activities;
20. Chaperones students in attendance at activities or sports events where directly involved;
21. Communicates with administration, teachers, students, and parents on students' progress and performance when necessary;
22. Informs students of current activity code and aids in the enforcement of penalties as assigned;
23. Prepares annual budget and completes the required vouchers and purchase orders for purchase of equipment, supplies and services;
24. Acts as a positive role model while advising and coaching activity, exhibiting those traits which are taught to the students;
25. Determines, with the cooperation of the principal, the criteria for awards such as letters, trophies, recognition, etc.;
26. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.