

## Cottonwood Joint School District No. 242

### Activity Advisor Job Description

#### **QUALIFICATIONS:**

1. An interest in and a commitment to working with students in activities outside the classroom
2. A willingness to work occasional evenings and weekends when needed and a willingness to travel to activities when groups are involved.
3. A Willingness to assume responsibility for the chaperoning and supervising groups during both their practices and performances and to become aware of and enforce all rules and regulations that apply to students and school activities.

#### **JOB GOALS:**

1. To help provide a wholesome educational environment in which students can develop social, mental and physical skills outside the classroom.
2. To provide quality supervision which promotes safety, citizenship, morality and responsible student behavior.

#### **PERFORMANCE RESPONSIBILITIES:** School activity advisors will:

1. Provide direct, supervision at all times when the student group is functioning, both at home and at away activities. This includes meetings, practices, work sessions, social activities, performances or any other such activities. If the advisor cannot be present, it will be the advisor's responsibility to get another school employee to fill in. If no supervisor can be found, the activity is to be cancelled. Student activities must never be unsupervised under any circumstances.
2. Carefully document any inappropriate behavior or instances (such as accidents) that may be of concern to the administration or to parents or patrons.
3. Supervise the management of the group's fiscal affairs and to carefully regulate fund raising and purchasing activities.
4. Communicate with administrators and parents concerning such activities as uniform purchases, trips, competitions, etc. (Parent advisory committees are recommended for assisting with such decisions).
5. Insure that group meetings and activities are properly scheduled so that no major conflicts with other school and/or community activities occur.

**EVALUATION:** School Activity Advisors shall be evaluated by their building administrator at least once during the school year.