

TITLE: Volunteer Dance Team Advisor

REPORTS TO: Athletic Director

FAIR LABOR STANDARDS ACT (FLSA): Exempt. (Administrative/Professional)

QUALIFICATIONS:

1. Submit to a criminal history check as required by the school district.
2. Be at least 21 years of age at the time of initial employment.
3. Previous college or high school experience in the sport or activity desirable.
4. Coaching experience desirable.
5. Ability to supervise middle school/high school aged students.
6. Proficiency in organizing and administering activities.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
8. Must be proficient in English both oral and written.

JOB GOALS:

1. Development of skills of students interested in performing activities.
2. Provide a high quality group experience.
3. Promote the development of character, leadership, cooperation, and respect for others that will make the student a better citizen.
4. Realization of individual and group excellence.

ESSENTIAL JOB FUNCTIONS:

I. Personal Qualities:

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

II. Attendance

1. Attends all meetings as required; attends in a prompt manner and remains throughout the meeting.

III. Scheduling/Preparing for Events

1. Provide whatever assistance that is required as set forth by the athletic director.
2. Be responsible for following the schedule of games for the assigned teams.
3. Assumes other duties as may be assigned by the athletic/activities director.

IV. Knowledge of Policies and Regulations

1. Will enforce all rules of Monroe School District.
2. Reports and records any injury requiring medical attention immediately.
3. Keeps the safety and welfare of the students above all other considerations.
4. Assist the athletic director in keeping a log of all injuries.
5. Fill out a school accident report on all injuries for students under your supervision.
6. Follows all District policies and those contained in the appropriate district handbook.

V. Interpersonal Skills/Personal Skills

1. Will develop a positive working relationship within the community.
2. Cooperate with all coaches in promoting and providing the best total program possible.
 - Participation in summer programs or off-season workouts will not be a prerequisite for participation in Monroe High School activities.
3. Encourage good sportsmanship, fair play and ethical conduct, i.e., the advisor shall set an example as a role model by conducting his/her self in such a manner as to not receive a technical foul or its equivalent.

VI. Timeliness

The employee demonstrates a willingness and ability to model appropriate behavior in being timely.

1. Returns requests for information by the date and time specified.
2. Arrives on time and works scheduled hours.
3. Notifies the Athletic Director in the event of illness or other times he/she can't attend a scheduled practice.
4. Promptly informs the Athletic Director of problems that need attention.

VII. Interest in Coaching Students

1. Will demonstrate specific organizational skills in practice/game situation.
2. Will develop positive leadership skills in the students under his/her leadership.
3. Teaches the skills and strategies of the activity.

VIII. Supervisory Skills/performance

1. Assumes responsibility for the following activities:
 - a. Giving medical attention
 - b. Repairing equipment
 - c. Preparing facilities
 - d. Maintenance of facilities
 - e. Coping with varying amounts of pressure to perform in an outstanding manner.

IX. Supervision of student athletes

1. Supervise the playing area or dressing rooms until all participants have left the area. Under no circumstances should any student be left unsupervised.
2. Be responsible for the personal and professional appearance of each student involved in the particular sport during practice, athletic contests and game days.
3. Be certain that no student is permitted to participate in facilities or equipment that presents unsafe conditions.
4. Be certain that no student is allowed to participate in athletic contests unless he/she has been in full attendance on the day of the contest and the day after when the game falls on a school day. Be certain that no student is allowed to practice unless he/she been in full attendance on the day of practice.

Physical Qualifications: 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. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

MONROE SCHOOL DISTRICT #1J
POSITION DESCRIPTION

CODE: GAB-F-109
ADOPTED: 08/13/07
REVISED: 01/13/20
REVIEWED:

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

Duration of Assignment: Assignment shall be for each sports season.

Mandatory Child Abuse Reporting: As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

Evaluation: Performance of this position will be evaluated annually.

Reviewed by: _____ **Date:** _____