

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

6/85	<u>COORDINATOR, ACTIVITIES, MIDDLE SCHOOL</u>	1.11.1A
Effective Date	Job Title	Index

1. Primary Function: Serves as coordinator of activities for the school administration in the areas of organization of student activity and academic recognition programs.
2. Responsible to: Building Principal or Designee.
3. Assigned Responsibilities:
  - 3.01 Participates in extracurricular student program planning as assigned by the principal.
  - 3.02 Organizes and supervises the school activity program; i.e., student council, clubs, parties, assemblies, special activity days, special dress-up days, etc.
  - 3.03 Coordinates building and grounds use for all student activity programs.
  - 3.04 Coordinates class coverage for staff assisting with activities.
  - 3.05 Coordinates transportation for school activities/field trips.
  - 3.06 Assists with the organization and supervision of noon-hour activities.
  - 3.07 Coordinates activity budgets.
  - 3.08 Organizes and coordinates major fund-raisers; i.e., magazine drives, candy sales, newspaper collections, etc.
  - 3.09 Organizes and coordinates school food and toy drives.
  - 3.10 Organizes and supervises evening activities designed to honor student achievement as directed by the school principal.
  - 3.11 Organizes end-of-school activities; i.e., play day, honor assemblies, etc.
  - 3.12 Participates in the organization of spring and fall orientation/open house activities.

Additional Responsibilities:

  - 3.13
  - 3.14
  - 3.15
4. Minimum Qualifications:
  - 4.01 Oregon Teaching Certificate valid for assignment.

Additional Qualifications:

  - 4.02
  - 4.03
  - 4.04
5. Minimum Term of Employment: Teacher Contract.
6. Salary Level: Placement on Teacher Salary Schedule.

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

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
(supervisor)

Received by: \_\_\_\_\_ Date \_\_\_\_\_  
(staff member)