

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

9/82 Effective Date	<u>INTRAMURAL DIRECTOR, MIDDLE SCHOOL</u> Job Title	1.4.11.4 Index
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1. Primary Function: Assists the middle school principal in planning, implementing, and directing the intramural program.
2. Responsible to: Middle School Principal.
3. Responsibilities:
 - 3.01 Plans, directs, and supervises the building intramural program.
 - 3.02 Schedules all intramural activities and arranges for the proper supervision of same.
 - 3.03 Submits reports as required to the principal and assistant superintendent assigned to middle schools.
 - 3.04 Arranges for the proper equipment, facilities, and personnel to carry out the intramural program.
 - 3.05 Serves on the District Middle School Intramural Council.
 - 3.06 Assists the principal in operating the program within budgetary limits.
 - 3.07 Arranges for the proper maintenance and care of equipment and facilities.
 - 3.08 Performs nonadministrative duties as assigned by the principal as needed to operate an effective and appropriate intramural program.
 - 3.09 Arranges for transportation and proper supervision when extramural activities are scheduled.
4. Minimum Qualifications:
 - 4.01 Teacher certification.
 - 4.02 Experience working with middle school age students in extracurricular activities.
5. Salary Level: Placement on the differential schedule.
6. 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: _____
(supervisor)

Date _____

Received by: _____
(staff member)

Date _____