

**MSAD #28
JOB DESCRIPTION**

ACTIVITY STIPEND HOLDER

QUALIFICATIONS:

1. Certification as required by the State Department of Education

DESIRED QUALIFICATIONS:

1. Knowledge of the activity that he/she is directing
2. Experience dealing with students, parents, and the community-at-large

REPORTS TO: Assistant Principal

JOB GOAL: To provide each participant with a quality experience that encourages personal growth and fosters a sense of worth and competence.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates and schedules all meetings, activities, contests, and performances of the group.
2. Supports accurate budgeting including supplies, in accordance with District policy.
3. Adheres to all district policies, including volunteer, bullying and concussion policies.
4. Promotes positive social interaction among members of the group.
5. Fosters good school-community relations by keeping the community aware of and responsive to the overall activity program.
6. Performs such other duties and assumes such responsibilities as assigned by the supervisor.
7. Communicates expectations for participation to students and parents.
8. Administers annual student feedback survey and reviews/reflects on data.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance and written and oral records
2. Demonstrates a respect for the legal and human rights of students, staff, parents, School Board, and other community members
3. Follows health and safety procedures established by the District
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage
5. Demonstrates dependability, integrity, and other ethical standards

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions
2. Physical ability to perform all necessary upper and lower body movements
3. Ability to hear, see, and speak
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping

TERMS OF EMPLOYMENT: As specified by contract

EVALUATION: Performance of this job will be evaluated in accordance with the Performance Responsibilities listed in this document

History: Approved 04/06/05

Approved: January 20, 2021