MCDOWELL COUNTY SCHOOLS

Job Description

POSITION: Extra-Curricular Activities Facilitator

REPORTS TO: Assistant Superintendent

CLASSIFICATION: Professional

FLSA STATUS: Exempt

EMPLOYMENT TERM: School Year

COMPENSATION: $6,000

EVALUATION: Evaluations are conducted as defined in West Virginia Board of Education Policy 5310

JOB SUMMARY: A professional educator who is employed to organize, communicate to schools and execute extra-curricular activities for McDowell County Schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates a variety of extra-curricular activities at schools and other locations (e.g. Math Field Day, Spelling Bee, Science Fair, Social Studies Fair, Young Writers Contest, Golden Horseshoe, Law Day, Field Day, Youth and Government, Drug Day and other activities as directed by the Superintendent of Schools for purpose of providing opportunities for students in conformance with safety guidelines and district objectives;
- Provides schools with timely information for all events;
- Creates a calendar and schedule of all events for the county website and for distribution to schools;
- Assists in organizing and conducting school based competitions as needed for extra-curricular activities;
- Arranges for the use of school facilities and other locations when needed for events in a timely manner;
- Secures sound systems for events when needed;
- Collects and analyzes paperwork for the purpose of verifying compliance to rules and ensuring requirements are met;
- Maintains paperwork and keeps records for each event including guidelines, score sheets, participant lists, transportation request and approvals, all correspondences, etc.;
- Creates a budget of needed materials and orders through requisition all necessary materials for all events (e.g. ribbons, score cards, etc.); and
- Ensures confidentiality as required in federal, state, and county policies.

September 2010
September 2011
ORGANIZATIONAL RELATIONSHIPS:
- Directly responsible to the assistant superintendent;
- Works cooperatively with all the school and county staff; and
- Ultimate responsibility to the Superintendent of Schools.

SUPERVISORY RESPONSIBILITIES:
Supervises participants in extra-curricular activities.

EDUCATION
Possesses the minimum of a bachelor's degree

QUALIFICATION REQUIREMENTS:
- Qualifications as outlined in West Virginia Code §18A-4-7a;
- Meet minimum standard for certification as set forth by West Virginia State Board of Education in Minimum Standards for the Licensure of West Virginia School Personnel;
- Good Evaluations and/or recommendations from professional associates, employers, and/or supervisors;
- Must be available during the school day to fulfill job responsibilities at each school;
- A tuberculin skin test upon hire as per WV Code §16-3D-3; and
- Criminal history check of new applicants for licensure as per WV Code §18A-3-10.

REASONING AND OTHER SKILLS/ABILITIES:
- Ability to define problems, collect data, establish facts, and draw valid conclusions;
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; and
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:
- Ability to apply knowledge of current research and theory in instructional program; ability to plan;
- Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication;
- Ability to perform duties with awareness of all district requirements;
- Maintains professional work habits;
- Maintains an appearance and personal hygiene which are concurrent with the educational process; and
- Cooperates with staff in order to foster a harmonious working atmosphere.

PHYSICAL DEMANDS: 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.

While performing the duties of this job, the employee is frequently required to stand, talk, hear, walk and sit. While performing the duties of this job, the employee may occasionally push or lift boxes of books, data projectors, computers and equipment related to computers, and AV/Mobile Computer Lab carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities are required by this position which include but are not limited to ability to adjust and focus, read handwritten or typed material. The position requires the individual to meet multiple demands from several people and interact with the public and staff members.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day and location.

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*

*The McDowell County Board of Education does not discriminate on the basis of age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator or Diana Nash, Section 504 Coordinator, McDowell County Board of Education, 30 Central Avenue, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education’s Director of the Office of Civil Rights.*