

**WINNER SCHOOL DISTRICT 59-2
OFFICIAL SCHOOL BOARD POLICY**



Advisor/Director of an Activity

QUALIFICATIONS:

- a. Previous experience in the assigned activity.
- b. Appropriate interest in the assigned activity.

REPORTS TO:

- a. Activities Director and/or Speech Activities Director
- b. MS/HS Principal

SUPERVISES:

- a. All students involved with the activity

JOB GOAL:

- a. To coordinated all aspects of the assigned activity and work cooperatively with all personnel in making a quality program within the school policies.

PERFORMANCE RESPONSITIBLIES:

1. Responsible for organization and administration of activity.
2. Conduct and supervise co-curricular activity within school district policy.
3. Schedule activities, practices and/or contests as applicable.
4. Assist the activities director and middle school/high school principal in scheduling facilities, transportation and any other needs one may have.
5. Be the first to arrive and the last to leave for all planned activities.
6. Secure school district facilities/grounds after all meetings, practices and activities.
7. Advise activities and/or principal on concerns and suggestions for change or improvement.
8. Report all contest results to the high school secretary.
9. Keep an inventory of all supplies, equipment and resources.
10. Keep an up-to-date roster of students involved in activity and make sure they high school office has a copy of the roster.
11. Supervise students at all times using appropriate school rules, safety protocols, permission forms and other required documentation.
12. Know and uphold the academic and illegal substance guidelines of the school district.
13. Attend all mandatory meetings, workshops and clinics associated with the activity.
14. Supervise approved fund raising projects.
15. Parental permission forms are completed and on file whenever applicable.
16. Encourages student involvement in activity.