



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT

P.O. BOX 51 • KOTZEBUE, AK 99752 • (907) 442-3472 x242 • FAX (907) 442-2172

JOB DESCRIPTION

TITLE: Coordinator: Student Activities

FSLA STATUS: Exempt

QUALIFICATIONS:

1. College degree required.
2. Four years experience in rural Alaska.
3. Experience in coaching and administering athletic programs.
4. Experience in coordinating group travel.
5. Position requires an Alaska Teaching Certificate

REPORTS TO:

Superintendent

JOB GOAL:

Direct district programs for student activities and assist in District-wide administration of the activities program.

PERFORMANCE RESPONSIBILITIES:

1. Direct the district-wide student activities program which includes all interscholastic athletic and academic competitions;
2. Coordinate with principals to schedule district-wide events and arrange travel for those events;
3. Direct and coordinate a program that promotes scholarship and leadership opportunities for all students in the district;
4. Represent the district at regional and state meetings concerning student activities and welfare;
5. Prepare and administer the student activities budget;
6. Explain and interpret district student activities programs and policies to students, parents, and community;
7. Assist the administrative staff; participate in public meetings on issues of general or specific pertinence to district schools and programs at the direction of the administration;
8. Other duties as assigned.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the NWABSD Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board Policy.