



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## Building Activity Coordinator

(Approved 4/15/2013, Rev. 04/28/2016)

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### Qualifications:

1. Hold or be eligible to hold a NJ Teaching Certificate
2. Demonstrates an aptitude for the work to be performed
3. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

Reports To: Building Principal and/or designee

Supervises: Students

Job Goal: To plan and coordinate building level activities.

### Performance Responsibilities:

1. Plan and coordinate field trips.
2. Plan and coordinate wellness activities.
3. Plan and coordinate school wide assemblies.
4. Plan and coordinate clubs and activities.
5. Coordinate activities in conjunction with the Supervisor of Extra-Curricular & Athletics (SECA)
6. Conduct yearly review of club/activity offerings.
7. Facilitate yearly activities scheduling meeting.
8. Approve scheduling requests.
9. Ensure all activity dates are clearly communicated and placed on the districts master calendar.
10. Relay all staffing needs to the principal or designee.
11. Create yearly budget needed for school activities.
12. Keep accurate records of participation in various clubs and activities.
13. Submit advisors names for payment upon successful completion of specific activity.
14. Communicate yearly calendar with superintendent's office.
15. Perform other duties as may be required by the Board of Education, consistent with the position and the certification that is held.
16. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

### Employment conditions:

Contract year:	July 1 to June 30
Job Family	Schedule: B, Class: C
Pay Grade/Compensation Structure:	G20
Evaluation:	In accordance with Board policy
Job Code:	N/A