



**File #156**

***Cleveland Heights-University Heights Board of Education  
Supplemental Job Description***

<b>Job Title:</b> Intramural Advisor	<b>Building:</b> Elementary Building
<b>Immediate Supervisor:</b> Principal	<b>Duration of position:</b> School Year
<b>Salary Category:</b> G	<b>Expected # of participants:</b> 25 minimum
<b>Date of Last Program Review:</b> October 2014	

**Statement of purpose:**

- In order to provide students an organized opportunity for co-curricular exposure to a shared interest, in this case participating in intramurals, the advisor will provide oversight to all aspects of the co-curricular group.

**Group goals:**

- Students will demonstrate teamwork, good sportsmanship, and strategy through intramural activities.
- Students will be actively involved in activities to promote and support physical fitness.
- Students will enjoy participating and want to seek out other intramural opportunities.

**Minimum knowledge, skills, certifications, physical requirements**

- Teacher or staff member with time available before or after school or during lunch when students may be available for intramurals.
- CPR and basic first aid training.
- Prior experience with or training in delivery of organized physical activity for elementary-age children.
- Completion of required formal coach training if a formal program is offered as intramurals, such as “Girls on the Run”
- Organization skills to recruit students and set up program offerings and schedule events.
- Knowledge of the games and sport-related activities to be offered.

**Detailed essential function(s) - specific to position:**

- Organize and plan recreational physical activities students will want to sign up for and will enjoy.
- Group students for success, supervise participants and facilitate safe and cooperative play.
- Demonstrate play and teach strategies or use technology or recruit an “expert”.
- Motivate students to take full advantage of the intramural offerings.

**Time Commitment Expected:**

- 30 to 60 minutes per week to plan and set up activities.
- 30 to 60 minutes of participation weekly.
- Time may be distributed differently e.g., 2 hours a week for an 8-week period, but total time for the school year should be around 36 hours.

### **Other Duties and Responsibilities:**

- Coordinate financial aspects of the club
- Deposit all play proceeds with school treasurer/authorize payment of production bills through district fiscal policies and regulations
- Coordinate fund raising aspects for the club
- Organize all working committees and prepare schedule for rehearsals and committee meetings
- Perform other duties as assigned by the Building Principal/Superintendent

### **Qualifications:**

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Teaching Certificate or Licensure
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

### **Required Knowledge, Skills and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

### **Equipment Operated:**

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine

### **Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

*The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.*