Regional School District #17
57 Little City Rd, HIgganum, CT 06441

Our Vision

Our learners are at the center of our community and are encouraged to discover their unique strengths to become the best versions of themselves. Their education ignites passion and develops them to be compassionate critical thinkers, prepared to contribute to improving our world.

Our Values

✓ Public education is a right	✓ Quality teaching is essential to learning	✓ School is a safe place	✓ Critical thinkers make informed decisions
✓ Every student has potential	✓ Student success is a shared responsibility	✓ Alignment and teamwork are powerful	✓ Sustainability secures our future

Job Description: HKMS Activity Coordinator

Title

HKMS Activity Coordinator

Position Summary

This is a stipend position. The responsibilities are centered around extracurricular activities.

Essential Functions

The job description is illustrative and not a complete itemization of all duties and responsibilities of the position.

The HKMS Activities Coordinator will:

- Coordinated assemblies and other events w/PTO.
- Plan and publicize spirit days and activities.
- Recruit for, organize and advertise HKMS clubs and sports.
- Organize payment of stipends for after-school activities and sports.
- Coordinate AAFA Show with staff across schools.
- Assist HKMS administration with sports budgets, sports uniforms, and an equipment replacement cycle.
- Administer and record HKMS Athletic Code of Conduct for HKMS athletes.

- Share successes/achievements with building and district administration.
- Provide supervision at home sporting events
- Update & maintain FamilyID
- Communicate with families regarding sports physicals and imPact testing
- Coordinate with Health Office to approve athletes for participation in FamilyID
- Work with Health Office to keep medical kits supplied

The HKMS Activities Coordinator must be able to:

- Maintain a stationary position for extended periods of time to operate computer, printer, telephone and other desktop equipment.
- Move about school to conduct and attend meetings and meet with staff and students.
- Communicate with staff, parents, and stakeholders virtually and in-person.

Required Knowledge, Skills and Abilities–May be representative, but not all-inclusive of those associated with the position.

- Excellent oral and written communication skills.
- Ability to manage multiple projects at the same time.
- Ability to make independent judgments within areas of responsibility.
- Ability to meet deadlines.
- Strong collaborative skills to build and maintain high functioning relationships with all stakeholders and professionals.

Supervisory Requirements

- There are no supervisory requirements.

Education and Experience

- Bachelor's Degree in Elementary Education or related field of Education.
- Preferred candidate is an HKMS teacher

Certification

- Valid CT Teaching Certificate

Work Year

- This is a 10 month position.

Stipend

per Teachers Association Contract

Reporting Responsibility

The HKMS Activities Coordinator reports directly to the HKMS Principal.

Consistent with the Americans with Disabilities Act (ADA) and Connecticut law, it is the policy of the Regional School District 17 to provide a reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

_____ _____

Signature Date