

Litchfield School District, SAU27

Job Summary:

The Weight Room Supervisor is employed to insure safety in the weight room and implement the weight room program as prescribed by the Director of High School Athletics.

Position Title:	CHS Weight Room Supervisor	Category:	Athletic
Job Description Approved By:	Litchfield School Board	Date:	<i>Approved</i> 11-16-11
School:	CHS	Revised Date:	
Reports To:	Director of High School Athletics	School Year:	2011 - 2012
Supervises:	Participating Students: Min 6 – Max 40	Tier Level:	Hourly Wage

Position Duties, Responsibilities and Minimum Expectations:

The following functions are considered essential to this position:

1. The Supervisor shall plan and schedule a regular program of meetings and activities for each club.
2. Unless otherwise excused, each person accepting a special assignment shall attend all duty assignments, parent or teacher conferences and meetings called by the administration, or activity coordinator.
3. The Supervisor of the club shall ensure that students adhere to all bylaws that may be part of the organization's activity in which they are sponsoring.
4. The Supervisor shall follow all school Student Activity Fund procedures for any funds collected or expended.
5. The Supervisor of the club shall fill out facility use forms when requesting to use buildings.
6. The Supervisor of the club shall be present at all meetings and activities held by the clubs.
7. The Supervisor of the club shall not work more than 24 hours per month, beyond the school day.

Evaluation:

Evaluation will be based on ability and effectiveness in carrying out the responsibilities of the position as outlined. Performance will be reviewed and supervision will be provided by the principal on an ongoing basis and annually at the completion of the activity by the Director of High School Athletics or designee.

Terms of Employment:

The District shall pay the Employee a rate as required by the Collective Bargaining Agreement. Timesheets shall be submitted to payroll on a biweekly basis for payment.

Minimum Qualifications, Experience, Knowledge, Skills and Abilities:

- Effective communication skills
- Organizational skills
- Ability to motivate students
- Ability to follow written instructions to an exact degree
- Ability to evaluate lifting technique of students and make corrections

Licensure and Certification Requirements:

None

Physical Activity Requirements and Occupational Exposures:

- Occasional bending, kneeling, squatting, reaching, pushing/pulling and climbing.
- Frequent standing, walking, sitting, and fine motor skills.
- Ability to lift/carry up to 45 lbs. on an occasional basis.
- Repetitive motions of wrist.
- Close and distance vision requirements.