

549.2 EXTRA CURRICULAR EMPLOYEE JOB DESCRIPTION

An extra duty contract may be renewed if the overall performance of the non-staff employee warrants the continuance of this person in this position. Extra duty assignments are to be placed on a year-to-year contractual basis and shall terminate at the end of the stated contract term. Extra duty personnel shall be evaluated annually by the contracted individual's supervisor in accordance with school guidelines and practices. Extra duty assignments shall follow guidelines and standards as set forth in the Coaches/Advising handbook.

HUMAN RELATIONS SKILLS:

- Maintain a positive attitude and style that contributes to the overall public relations of the District
- Able to be flexible and work with interruptions in a positive manner and in an environment with a number of staff, students, and parents/guardians often present
- Able to maintain self-control under stressful situations and workload pressures without exhibiting negative behaviors (e.g., loss of temper, rudeness, use of foul language, etc.)
- Able to use logical reasoning principles to arrive at solutions to work-related problems for which no established procedures exist

Adopted: May 6, 1998

Revised: February 15, 2010, September 28, 2016