

## WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 - POSITION DESCRIPTION

**TITLE: COORDINATOR – ACTIVITIES / ATHLETIC**

**EMPLOYEE CLASSIFICATION:** Exempt, Certified

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree
- Valid teaching certificate
- Three year's teaching or administrative experience
- Three years head coaching experience
- Working toward a Master's degree and/or administrative certification preferred

**OVERVIEW OF JOB DESCRIPTION:** To formulate, articulate, coordinate and administer programs of athletics and other activities which conform to the requirements of the state and local school board and meet the assessed needs of students.

**PERFORMANCE RESPONSIBILITIES:**

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Administers the activities/athletic programs in a manner that maintains the highest standards of excellence and compliments the stature of the district's instructional program.
3. Fosters good school community relations by keeping the community and media aware of and responsive to the activities/athletic programs.
4. Interviews and recommends to the principal prospective staff member to serve in coaching positions. In situations where a joint teacher-coach position is being filled, it will be a joint responsibility of the Principal and Activities/Athletic Coordinator to conduct the interviews and make the recommendation to the Superintendent.
5. Organizes, prepares and justifies the annual activities/athletic budget in cooperation with coaches and submits the budget to the Junior High School and High School Principals.
6. Assesses the effectiveness of a coach's performance, and institute procedures to isolate factors to make changes to improve the accomplishments of adopted goals and objectives.
7. Develops, interprets, and makes recommendations for athletic policy in cooperation with the coaches and administration.
8. Articulates and implements the teaching of basic ethical relationships in achievement of the goals and objectives of the district program.
9. Coordinates game supervision and is accountable for the financial aspects of all home contests and activities generating activity revenues.
10. Develops, articulates, and coordinates in-service programs for the activities/athletic programs improvement.
11. Acquires security for home activities/athletic events as warranted for crowd control.
12. Recommends the purchase of activities/athletic equipment and supplies.
13. Sets standards for issuance, care, and inventory of equipment and supplies.
14. Supervises coaches in maximizing practice sessions.
15. Coordinates the activities/athletic programs between junior high school and high school.
16. Carries out the intent of the Arizona Interscholastic Association (AIA) meetings, and cooperate with "booster" organizations.
17. Schedules all sports and game officials.
18. Schedules fields, gyms, with community for their use.
19. Represents the school district in AIA meetings.
20. Performs other job related duties as assigned.

**REPORTS TO:** High School Principal and Superintendent

**TERMS OF EMPLOYMENT:** Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Boards policy on evaluation of personnel.

**ADA ACCOMMODATIONS:** Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principle criteria will be that of effectiveness and safety.