

(REVISED 9-14-04)
5-15-08
7-01-09
6-01-10
10-01-10

JOB DESCRIPTION

TITLE COORDINATOR OF INTERSCHOLASTIC ATHLETICS

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Master's degree in Education from a four-year college or university. A minimum of three years of teaching and leadership experience at the building or district level and familiarity with a variety of applications of technology and broad instructional design. Ability to plan and facilitate a group to achieve desired outcomes. Ability to develop and provide leadership in development of curriculum. Knowledge of sound approaches and processes for curriculum and staff development. Ability to train teachers in instructional strategies, use of technology, real-world applications, and hands-on approaches to teaching.
Language Skills	Ability to read, analyze and interpret the most complex documents. Ability to respond effectively to sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques, technology and style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top administrators, public groups and/or school board.
Mathematical Skills	Ability to calculate figures and amounts such as proportions, percentages, and salary calculations, and supervise management of budgets.
Certificate/License	Educational Leadership and/or current teaching license in the State of Florida.
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear; stand and walk; use hands to finger, handle or feel; and reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Director, Student Relations

GENERAL RESPONSIBILITIES

1. Develops, maintains, and implements high school and middle school interscholastic athletic programs, policies, and procedures.
2. Interprets and clarifies FHSAA bylaws and Florida statutes related to compliance of district interscholastic athletic programs.

SPECIFIC RESPONSIBILITIES

1. Prepares and delivers presentations to District high school Activities Coordinators, providing information regarding Florida High School Athletic Association (FSHAA) regulations and local eligibility rules.
2. Reviews each individual school's athletic policies to ensure compliance with District and FSHAA bylaws and administrative procedures.
3. Reviews school board policies to ensure compliance with FSHAA bylaws and current trends in health and safety of student-athletes.
4. Facilitates District scheduling meetings for fall, winter and spring sport seasons.
5. Serves as the school district liaison to the Florida High School Athletic Association.
6. Conducts regular assessments of school athletic facilities to identify maintenance requirements and to evaluate possible facility upgrades.

7. Coordinates contracts with Sports Officials Associations.
8. Assists District Principals and Activities Coordinators to advance uniform improvement in the operation of the athletic programs
9. Develops and recommends an appropriate in-service training program for all Activities Department Assistants.
10. Acts as clearinghouse for and investigates all reports of non-compliance with FHSAA regulations regarding eligibility and alleged recruitment of athletes.
11. Recommends outside vendors and contractors to provide appropriate athletic equipment and maintenance services.
12. Coordinates the implementation of middle school interscholastic athletic programs, and works with local youth sport organizations to promote high school athletics.
13. Prepares athletic equipment cost estimates and maintains a schedule of data records.
14. Continually explores additional grant funded opportunities in areas of assignment.
15. Serves as a member of district committees as assigned.
16. Performs other duties as assigned.