

JOB TITLE
MIDDLE SCHOOL
ACTIVITY/ATHLETIC DIRECTOR

DIVISION
DISTRICTWIDE INSTRUCTIONAL
PROGRAMS

REPORTS TO
MIDDLE SCHOOL
PRINCIPAL

SALARY SCHEDULE & GRADE
EXTRA SERVICE PAY SCHEDULE

LENGTH OF WORK YEAR

DATE
JUNE 23, 2008

SCOPE OF RESPONSIBILITIES

Responsible for the total operation of the local school's extracurricular program, athletic functions and athletic facilities in the principal's absence. Implements and facilitates the stated objectives of the Jefferson County Public Schools extracurricular program. Supervises, manages, coordinates, and plans for all extracurricular programs, activities, athletics, and related athletic plant operations. Supervises students, certified and classified personnel in the field of athletics and activities. Performance of these duties requires full-time employment.

PERFORMANCE RESPONSIBILITIES

1. Coordinates and supervises all extracurricular activity/athletic programs.
2. Assists the principal in the implementation and supervision of the activity/athletic programs.
3. Assists principal in supervision of coaches/sponsors and others involved in the school athletic/activity programs.
4. Recommends changes for the athletic coaching staff to the principal.
5. Directs the operation, maintenance, and all scheduling of the athletic facilities at the local school for the school and outside agencies.
6. Performs responsibilities in continuous planning, program budget, and assists the principal in the overall operation of the activity/athletic program within the local school.
7. Maintains positive public relations and communications.
8. Coordinates transportation of all extracurricular activities.
9. Implements security and safety measures at all extracurricular activities.
10. Conducts inventories and surveys of all activity/athletic matters.
11. Performs all supervisory duties in the absence of the principal or assistant principal(s) at extracurricular activities.
12. Maintains academic standards and monitors academic progress of all extra-curricular participants where applicable.
13. Responsible for purchasing all necessary equipment and supplies pertaining to the extracurricular activity program.
14. Duties will include performance of health services such as CPR and First Aid, for which training will be provided.
15. Performs other duties as assigned by the middle school principal.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. Kentucky Teacher Certification
2. Three (3) years successful teaching experience

DESIRABLE QUALIFICATIONS

1. Master's degree with Kentucky Teacher Certification
2. Certified Athletic Administration Certification (CAA)
3. Three (3) years coaching experience and/or athletic director's experience

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