

Washington County School District Job Description

Job Title: High School Coordinator II
Department: Secondary Education
Reports To: Principal, Water Canyon K-12
FLSA Status: Exempt
Salary Schedule: AA lane 2
Prepared By: HR Position Management Specialist
Prepared Date: May 18, 2015
Approved By: HR Executive Director
Approved Date: May 18, 2015

SUMMARY

The High School Coordinator II is responsible for the daily operations, personnel, expenditures, and other areas of the Water Canyon High School program. The coordinator provides direct management and supervision of all certified and classified staff within the Water Canyon High School program. Furthermore, the coordinator will be responsible for the overall leadership and coordination of the high school athletic program and will facilitate programs at all levels that develop each student's physical skills, and a knowledge and understanding of the benefits of athletics and the principles of fair play.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Other duties may be assigned. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position.

Sets the master schedule for the school year.

Collaborates with curriculum vendors to ensure compliance with all state graduation and scholarship requirements (NCAA, Regents, etc.)

Determines certified and classified staffing needs; interviews and makes recommendations to HR for selection of certified and classified staff. Assists in disciplinary action of supervised staff as needed.

Organizes and oversees initial staff orientation and continual staff training of curriculum and daily functions .

Organizes and oversees PLC teams, their goals, and interventions.

Oversees and certifies compliance with all state statues and laws regarding graduation and granting of diplomas.

Provides administrative oversight and accountability for all funds.

Represents the district in all matters related to athletics at league, conference and state meetings.

Conducts annual and season coaching/sponsor meetings.

Supervises training requirements for coaches, volunteers, and sponsors including, but not limited to, reviewing handbooks and guidelines, and conducting coaching training classes, coaching certification courses, and National Federation of State High School (NFHS) courses.

Represents the athletic department at curriculum and guidance meetings.

Provides recommendation in the selection, assignment, evaluation of all athletic personnel. Assists in the supervision of the all athletic personnel.

Supervises and controls student conduct in school buildings, on school grounds and at extra-curricular activities to promote and maintain an atmosphere conducive to learning and participation.

Provides leadership for organizing and scheduling of all interscholastic and intramural events; including hiring of officials, staff supervisors and security as required by league and district policy and procedures.

Arranges transportation for athletic participants in accordance with district policy.

Arranges details of all visiting team's needs (i.e., locker room facilities, field assistance, etc.).

Monitors the academic and physical requirements of eligibility for participation in each sport, and verify each participant's eligibility, following district and league policies and guidelines.

Supervises all ticket sales and fundraising events connected with the athletic programs, and assume responsibility for the proper handling and accounting of monies involved.

Maintains permanent records for each sport, verification of medical examinations, insurance coverage, parent consent forms, participation fee payments, etc., for each participant.

Monitors student enrollment in the school insurance program to comply with district policy.

Plans, organizes and supervises all athletic awards programs with the head coach.

Serves as the liaison for non-school use of playing fields and facilities, in coordination with the school administration.

Coordinates with the Lead or Head Custodian (or designee) and Maintenance Department, the repair and maintenance of all athletic fields and facilities.

Receives quotes for supplies, uniform and equipment; assesses such requests and prepare requisitions for purchase.

Consults with the school administration regarding athletic schedule changes, early dismissal of teams, student eligibility as needed.

Fosters positive school-community based relations by establishing and maintaining working relationships with all community based athletic programs, clubs and boosters.

Represents the school within the community for the purpose of maintaining and developing ongoing community support for educational and athletic program goals and/or assisting with issues related to school environment.

Assumes responsibility for announcements, publications, distribution of team rosters, and public relations within the school and in the community.

Maintains a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information.

Observes and corrects or reports any concerns that deal with safety in relation to facilities, practices and events.

Completes all paperwork to comply with Region, UHSAA, and School District requirements.

SUPERVISORY RESPONSIBILITIES This position supervises the High School teachers and assigned personnel. Assists in the supervision of the school athletic program personnel.

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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.

EDUCATION and/or EXPERIENCE

Master's degree (M. A.) in Education with four to six years classroom instruction and related administrative experience and/or training

Experience preferred in various aspects of school leadership, including coaching, and other qualifications the board may find appropriate and acceptable

CERTIFICATES, LICENSES, REGISTRATIONS

An Active Utah Administrative/Supervisory License is required for this position.

Must have valid Utah Driver's License.

LANGUAGE SKILLS

Ability to read, analyze, and interpret technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from patrons, community members, students, faculty, staff, and District administration. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to the staff, Board, public groups, and/or educators.

MATHEMATICAL SKILLS

Ability to apply mathematical concepts to such tasks as frequency distribution, determination of test reliability and validity, etc. Ability to apply basic accounting and budget principles.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in written 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 stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

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.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and moving mechanical parts. The noise level is moderate.