



NEW: 08/28/2019
Submitted: 08/27/2019

JOB TITLE:	COORDINATOR HIGH SCHOOL ACADEMIC ACTIVITIES
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	EXTRA SERVICE SALARY SCHEDULE
WORK YEAR:	COACHING SEASON
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	6069
BARGAINING UNIT:	CERA

SCOPE OF RESPONSIBILITIES

Serves as academic coordinator in high school and reports to the athletic director in various high school athletic programs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Promotes all sports and activities in the school and community
Plans and assists in all academic competition
Assists in organizing and supervising all practices and meetings with quick recall students
Teaches fundamental skills, team play, strategy, and rules and regulations of quick recall
Teaches good sportsmanship and Character First
Ensures that all students meet all academic eligibility requirements
Keeps informed of all rules and regulations established for participation in quick recall by JCPS and KAAC.
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs all other duties as assigned by the academic competition coordinator, Principal and athletic director

PHYSICAL DEMANDS

The work is primarily sedentary. The work may require the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work is repetitive. The work, at times, requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push and pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

Minimum of 64 (sixty-four) semester hours of credit from an accredited college or university or training as required and approved by the KHSAA
Knowledge of all academic competition programs
Effective communication skills

DESIRABLE QUALIFICATIONS

Kentucky Teacher Certification
Experience in a diverse workplace