



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 requires 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