



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

JOB TITLE:	SPONSOR HIGH SCHOOL QUICK RECALL
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	EXTRA SERVICE SALARY SCHEDULE
WORK YEAR:	COACHING SEASON
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	3196
BARGAINING UNIT:	CERA

**SCOPE OF RESPONSIBILITIES**

Serves as quick recall sponsor in high school and reports to the athletic director and academic competition coordinator in various high school athletic and activity programs.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Promotes all sports and activities in the school and community
- Plans and assists in all events, competitions, and programs
- Assists in organizing and supervising all practices and meetings
- Teaches fundamental skills, team play, strategy, and rules and regulations
- Teaches good sportsmanship and Character First
- Checks that all students meet all academic eligibility requirements
- Keeps informed of all rules and regulations established for participation 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 Principal or 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