



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

JOB TITLE:	SPONSOR MIDDLE SCHOOL ACTIVITIES
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	EXTRA SERVICE SALARY SCHEDULE
WORK YEAR:	COACHING SEASON
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	3200
BARGAINING UNIT:	CERA

SCOPE OF RESPONSIBILITIES

Serves as assistant to the athletic director and supports student participation and engagement in activities and athletics.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Promotes all sports and activities in the school and community
- Assists with supervision of the athletic program
- Manages game events including ticketing
- Responsible for model procurement
- Teaches good sportsmanship and Character First
- Ensures that all students meet all academic eligibility requirements and sports safety requirements including sports physicals, parent/guardian consent, and student accident insurance coverage and limits.
- Keeps informed of all rules and regulations established for middle school participation by the KHSAA and JCPS
- Completes all coach requirements regarding sports safety including CPR and AED certification and the KHSAA Sports Safety Course as well as all NFHS course as required by level of education in a timely manner
- 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 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
- NFHS Fundamentals of Coaching
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Kentucky Teacher Certification
- Experience in a diverse workplace