

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EXEMPT CERTIFICATED POSITION DESCRIPTION

HIGH SCHOOL ACTIVITIES RESOURCE TEACHER

POSITION: High School Activities Resource Teacher

REPORTS TO: Site Administrator

LOCATION: Various Locations

NATURE OF WORK:

This position provides leadership and management in coordinating the interscholastic athletics program and other student activity programs.

ESSENTIAL FUNCTIONS:

- Schedules events for all sports, officials for all contests, game workers and concession stand workers, Athletic Trainers and Rescue Squads, transportation, and coordinates event security and payment of related staff.
- Develops and monitors athletic department budget, oversees financial dealings of individual sport teams, purchases materials and equipment to support the program, oversees athletics-related fundraising under direction of principal, and produces an annual finance report on athletic program as required by Assistant Superintendent of Fiscal Services and Human Resources.
- Arranges for the advertising of coaching vacancies, arranges for and participates in the interviewing of applicants for coaching positions/volunteers, directs the preparation of, and distribution of extra pay for extra duty contracts.
- Conducts coaches orientation sessions, mentors new coaches, supervises and advises returning coaches and sponsors, monitors coaches' compliance with conference and MPSSAA regulations.
- Attends regular meetings with Supervisor of Athletics, SMAC Board of Control meetings, Athletic Field Advisory Committee meetings.
- Maintains database of coaches' certification/training i.e. Care and Prevention, First Aid/CPR, Blood borne Pathogens, conducts annual blood borne pathogens training of eligible coaches and maintains required records.
- Performs the duties of SMAC President, Vice-President and Secretary on a rotational basis as required under constitution, and chairs conference sports committees (as required by SMAC).
- Oversees maintenance of athletic fields, completes work order requests for facility upkeep and coordinates field/gymnasium maintenance with the Division of Supporting Services.
- Arranges for physical examinations and weight certifications (wrestling) as required by state and county regulations (i.e., on-site physicals).
- Compiles annual student participation report for MSDE/MPSSAA.  
Determines students' eligibility for athletic teams and non-athletic competition and prepares eligibility forms for principal's signature.
- Maintains database of student-athletes to include, but not be limited to parental permission, insurance, academic eligibility, awards, and physicals.
- Completes and submits entries for open tournament registrations.
- Conducts pre-season meetings with students and parents for all sports teams.
- Acts as event coordinator, plans and schedules student activities and events such as dances and performances and coordinates community use of facilities to avoid conflicts.

- Maintains an equipment inventory for all sports and arranges for the reconditioning of athletic equipment.
- Maintains a safe and orderly environment for athletic activities.
- Liaises with the Athletic Boosters Club.
- Arranges for supervision of evening/weekend events.
- Reviews/approves all athletics related correspondence sent home to students.
- Implements the school sportsmanship plan.
- Arranges special events such as award presentations, graduations, rallies, and programs by outside groups interested in promoting student activities.
- Performs other duties as assigned by the principal.

#### DUTIES AND RESPONSIBILITIES:

- Manage the day to day operation of the interscholastic athletics program and other student activities;
- Supervise evening/weekend events;
- Organize and conduct sport awards programs each season;
- Act as school liaison with Athletic Boosters Club, and other fund raising groups;
- Monitor student eligibility for extra curricular activities; and
- Coordinate and maintain records of Blood borne Pathogens Training, First Aid/CPR, and Care and Prevention of Athletic Injuries training.

#### QUALIFICATIONS:

- Possess advanced professional certificate in elementary and/or secondary education;
- Minimum of four years of successful teaching experience;
- Demonstrate leadership abilities in the field of student activities;
- Demonstrate effective management skills in coordinating school programs;
- Ability to relate well to students, colleagues, parents, and the school community; and
- Demonstrate computer literacy (e.g., e-mail, MS Office).

#### TERM OF EMPLOYMENT:

Full-time twelve-month position.

#### SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC salary schedule (#3) for twelve-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC