

Job Description
MOORE PUBLIC SCHOOLS

Job Title: Physical Education and Activities Coordinator

CREDENTIALS: Teaching Credential

EDUCATION: Masters Degree in Education

Training or Experience Required: Minimum 3 years of teaching in elementary or secondary physical education; minimum 3 years district head coaching

Specific Skills, Knowledge, Abilities:

Communication skills, (oral, written, or business): Demonstrates basic communication skills to exchange information, give/receive instructions and respond to inquires. Requires filling out forms, instructions, word processing skills, and computer skills. Must have knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft, and proofing of complicated material. Communicates in clear, grammatically correct English.

Site: To be determined

Reports To: Superintendent or Designee

Job Goals (Purpose of Position): Performs administrative level duties under limited supervision of Superintendent or Designee to coordinate intramural activities, use of the multipurpose buildings, and health and physical education instruction in the district and to maintain a district wide activities calendar. Provides a line of communication between school and community by promoting achievements and accomplishments of the district. Develops and disseminates a standards based curriculum for physical education 1st through 12th grades; develops, implements, and coordinates intramural programs for students of all ages (please reference the attached documents with itemization of performance expectations for this area): improves the communication of programs in the district to improve the productivity of employees; promotes the overall efficiency of the school system; and maximizes the educational opportunities and benefits available to each child.

An individual in this position will utilize discretion; ingenuity and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, the Activities Supervisor is responsible to choose the solution.

Contact with Others: The Activities Supervisor has regular contact with persons outside the district. Skills required include tact, diplomacy, independent judgment, problem solving, interpreting policies and procedures based on experience.

Activities Supervisor

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Performance Expectations: The Activities Supervisor will need to:

- A. Be customer focused to resolve problems effectively.
- B. Manage human resources and diversity while promoting productivity and efficiency, health and safety, employee training and development, empowerment and appraisal, constructive corrective counseling and discipline, and resolution of complaints or grievances.
- C. Manage resources with fiscal responsibility while maintain proper accountability of records.
- D. Manage information and communications with staff and public effectively.
- E. Conduct short and long range planning to set and/or attain district goals and objectives.
- F. Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems.
- G. Be a team player with co-workers, subordinates, other managers, and community leaders to accomplish district objectives or goals.
- H. Contribute to quality of district programs including extracurricular programs.
- I. Actively support and look for ways to improve the quality of customer service as provided by the district.
- J. Continually be involved in personal growth and development.
- K. Actively promote and facilitate the equitable dispersal of resources throughout the district.
- L. Actively promote positive public relations throughout the district for the programs under his/her supervision.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

- 1. Establishes, maintains, and coordinates the schools master calendar for activities and functions.
- 2. Publishes a monthly activity calendar of events to be distributed to all administrators and board members.

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3. Schedules the usage of multipurpose buildings, and contacts the appropriate people involved in the areas to be used.
4. Disseminates district and major school activities information to the news media to include newspapers, radio and television; with approval of the appropriate supervisor.
5. Keeps the Superintendent or supervisory designee and district informed of the schools activities and problems in the area(s) of assignment.
6. Works with the appropriate sponsor to facilitate updates of the constitution and by-laws of supervised student organizations. Observes all Board policies, administrative regulations and contractual agreements pertaining to School Activities, including constitutions and bylaws for school clubs and organizations. Coordinates updates and review of constitution of bylaws as needed.
7. Coordinates the collaborative development of a 1st through 12th grade physical education curriculum based on PASS and designed to improve fitness, health, and develop sports skills in students of all ages.
8. Develops programs and staff development training to facilitate the improvement of health and fitness knowledge and skills in students of all ages.
9. Develops alternative physical education activities for students with special needs.
10. Performs such other duties that might fall within his/her jurisdiction or which may be assigned to him/her by his/her supervisor.

Supervision exercised: Indirect over the intramural programs and other supervision as assigned.

Physical/Mental Requirements and Working Conditions: Other than those requirements included within the essential functions, must be able to communicate on the telephone. Must be able to get around the various sites. May be required to transport students/athletes, etc. on buses or vans. Employee will be subject to random drug tests each year along with other employees working in positions in which responsibility and conditions could require them to transport students in school district vehicles.

TERMS OF EMPLOYMENT:

215 day year

SALARY:

To be established by the Board

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of Board policy.

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Develop, implement, and coordinate intramural programs for students of all ages. Includes but not limited to:

1. Recruits, coordinates and supervises the activities of regular, temporary and volunteer staff involved in intramural programs; prepares intramural program budgets and monitors expenditures; administers the rental, scheduling of intramural events and activities in the multipurpose buildings and auditoriums; and performs related work as required.
2. Monitors the day-to-day operation of intramural programs and events, including making site visits, handling and resolving complaints, and ensuring that programs and events have required materials and supplies.
3. Formulates and organizes program plans and schedules for seasonal and year-round activities involving intramural leagues and/or activities schedules in the multipurpose buildings. Enforces safety and operation procedures and provides for maintenance needs including compliance with health regulations.
4. Inventories and orders supplies, equipment, and materials for programs under his/her supervision.
5. Interprets and enforces policies and procedures of the district and state and federal law.
6. Maintains files and monitors tracking fees and payment related to the intramural program and use of multipurpose facilities and auditoriums.
7. Uses computers and related software. Completes basic web page updates.
8. Communicates to interact effectively with co-workers, supervisors, subordinates, volunteers, and the general public sufficient to convey information and to give work direction.
9. Supervises and trains a large intramural student staff.
10. Tracks and maintains facility usage statistics under his/her supervision for an annual report.
11. Manages all operational and programming aspects of a comprehensive intramural sports program, which includes but not limited to: recruiting, training, and scheduling officials and supervisors, and marketing all program events through nontraditional means.

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12. Develops and manages all operations, programs, and services of the Intramural Sports program.
13. Prepare supervisor, officials, and team manager manuals for all intramural events.
14. Manages, critiques, and recommends intramural budget, and maintains and coordinates intramural sports equipment inventory.
15. Conducts staff meetings as needed for intramural.
16. Assists in the tracking and analysis of team and individual participation counts and responsible for summary reports for all intramural activities.

Adopted 06-09-03

Revised 11-12-04