

Job Description

Liberty Public School District

Extension of Duty - Sports Marketing Supervision - High School

Purpose Statement

The job of Extension of Duty - Sports Marketing Supervision - High School is done for the purpose/s of monitoring and posting to social media accounts for all sports programs; ensuring any last minute changes to any sporting event are conveyed through social media posts; communicating with Niles Media on the production of all events; tracking and storing all equipment needed for media coverage; working with students for internships and resume building; and arranging marketing material for sporting events.

This job reports to the Director of Athletics

Essential Functions

- Attends a variety of supporting activities for the purpose of providing information regarding the program and/or recognizing participants accomplishments.
- Keeps the community, staff and students informed through social media of event changes for the purpose of keeping everybody up to date on events.
- Monitors and maintains social media posts for the purpose of keeping the community, students and staff informed.
- Organizes and supervises a core group of students who meet regularly for the purpose of planning ideas and projects for the upcoming year.
- Participates in meetings, workshops and seminars as assigned for the purpose of gathering information required to perform functions.
- Responds to questions or concerns of students, parents or other school staff for the purpose of providing information, assistance and/or direction.
- Supervises students at all sponsored related events for the purpose of ensuring proper student behavior in accordance with Board policies.
- Supports students at any event for the purpose of ensuring students have everything they need for the club to function at its full potential.
- Utilizes Group Me to communicate with students for the purpose of communicating to students about upcoming events and production of those events.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: organization; communication skills.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies

required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies and /or regulations; and relevant professional standards and practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: working extended hours that may include weekends and/or evenings; providing leadership, direction and team building; and traveling to off campus meetings.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. .

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 40% sitting, 25% walking, 35% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is not required.

Education (Minimum): Bachelors degree in job-related area.

Education (Preferred):

Required Testing

None Specified

Certificates and Licenses

Missouri State Teaching Certificate

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

7/1/2020

Salary Grade

See Extra Duty Salary
Schedule

Revised Date

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.