

SEDALIA SCHOOL DISTRICT #200

Job Title: Non-Coaching Extra Duty

Job Overview

- Extra Duty Salary Schedule
- Employed for a period of one school year term
- Reviewed annually with recommendation for re-employment in May
- Reports to Building Administrator

Qualifications

- 60 college credit hours
- Substitute Certification by the State of Missouri
- Possess an interest and knowledge in the activity involved
- Understanding of the relationship of the sports program to the total school program and its goal
- Capacity to make thoughtful decisions based on facts, knowledge, and insight and the courage to stand by the results
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Ability to organize and plan effectively
- Possess an ethical and professional attitude toward colleagues and the policies of the district

Other Working Conditions

- Employed the term of the assigned sport with extra duty contract (not covered by tenure provisions)
- Spend the necessary time required to fulfill the duties of the position
- Participant in the activities of professional organizations and meetings with administrative approval
- Work cooperatively with administration and staff throughout the district

Responsibilities and Duties

- Possess a thorough understanding of, and an ability to relate to, youth
- Capacity to accept criticism calmly and with dignity, and without adopting a defensive attitude
- Provide student supervision, disciplinary guidance, counseling and assistance to self-realization
- Project an inquiring attitude toward the continual development and improvement of the program
- Administer and be responsible for the budget and expenditures in the activity
- Responsible for care, storage and inventory of equipment
- Responsible for the conduct and discipline of students
- Administer the letter recommendations within the provisions of school lettering policies
- Responsible for the achievement of program goals and objectives
- Perform specific duties assigned by the head coach
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the head coach, athletic coordinator or administrator

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.