

Rogue River School District #35 – Job Description

JOB TITLE/ASSIGNMENT

EMPLOYER: Rogue River School District No. 35

Board Approval: June 17, 2024

JOB TITLE: Athletic Coordinator

FLSA STATUS: Non-Exempt

REPORTS TO: Principal/Supervisor

OVERVIEW OF THE POSITION

To provide each enrolled student in the District with an opportunity to participate in an extra-curricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport and the principles of fair play. The athletic coordinator is responsible to the principals and provides coordination and oversight for student athletic programs. The athletic coordinator will assist with planning, developing, and monitoring the district sponsored athletic programs.

RESPONSIBILITIES/DUTIES

1. ESSENTIAL FUNCTIONS:

- a. Arranges transportation for athletic contest participants
- b. Further the aims of general education
- c. Establish positive relations with other schools
- d. Encourage student participation;
- e. Encourage good sportsmanship and fair play
- f. Establish student athlete eligibility both before and during the season
- g. Develop sports schedules
- h. Promote and publicize athletic calendars and events
- i. Support coaches and provide input to the principal for their evaluation of coaches
- j. Manage contests: officials and referees in place, fields ready, supervision in place, medical support in place, visiting teams welcomed and informed about locker rooms and bus parking, ticket takers in place, PA announcers and scoreboard operators in place, athletic programs are available and distributed, report game results to the media
- k. Maintains continual communication with the principals, keeping them informed and acquiring their approval for policy decisions.
- l. Maintains equipment inventories and works with secretaries to help assess student fines for lost or damaged equipment.
- m. Works with the principals to prepare and maintain the athletic budget.
- n. Reviews requisitions for athletic equipment prior to sending to principals for approval.
- o. Arranges for transportation to away games including communication to staff for dismissal from school if necessary;
- p. Oversees coaching licensure and required training through OSAA. Reports to principal any issues or non-compliance.
- q. Ensures that accident reports related to sports programs are filed and submitted

Rogue River School District #35 – Job Description

- r. Notifies the principal of noncompliance with the requirements of Title IX
- s. Assists the principal in the selection of competent personnel for coaching positions
- t. Acts as liaison with the booster club.
- u. Distributes an athletic manual to all coaches and athletes at the beginning of the season.
- v. Attends regional and state Athletic Director meetings as required.
- w. Works with coaches to schedule pictures for teams.
- x. Arranges field and gym practice schedules.
- y. Schedules hotel accommodations for away games that require an overnight stay
- z. Assures that student athletes have required physical examination clearance prior to the beginning of each season. (OSAA ruling)
- aa. Keeps records of the results of all school athletic contests and maintains a record file of all award winners, stating the date and type of award including athletic scholarships.
- bb. Performs other duties as may be required by the principal.
- cc. Supplies and maintains medical kits for each sports team.

2. PUBLIC RELATIONS RESPONSIBILITIES:

- a. Publicizes school policy and practice to individuals and parent clubs, booster clubs, civic organizations and other groups.

3. CO-CURRICULAR ACTIVITIES RESPONSIBILITIES:

- a. Lend support to building supervision routines as determined by the principal.
- b. Document and verify student athletes have required insurance.

4. WORKPLACE EXPECTATIONS:

- a. **Attendance and Punctuality** - The Athletic Coordinator has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings and following schedules.
- b. **Confidentiality** - Athletic Coordinator maintains the integrity of confidential information relating to a student, family, colleague or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities.

EDUCATIONAL/VOCATIONAL PREPARATION

Three years' of experience in the athletic area preferred. Strong organizational and time management skills. First Aid Certification. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Rogue River School District #35 – Job Description

PHYSICAL DEMANDS

ENDURANCE-OVERALL STRENGTH: Medium Work

Exerts force and/or lifts or carries objects weighing 20 to 50 pounds occasionally, 10 to 25 pounds frequently, and/or greater than negligible amounts up to 10 pounds constantly.

STANDING: Constantly (2/3 or more of the time)

Remain on feet in an upright position at a workstation or moving about from station to station.

WALKING: Constantly (2/3 or more of the time)

Move about on foot.

SITTING: Constantly- (2/3 or more of the time)

Remain in a seated position.

LIFTING/CARRYING: Frequently (up to 2/3 of the time)

Lift by manually raising or lowering an object from one level to another (including upward pulling), and/or carry (transport) an object, usually holding it in the hands or arms, or on the shoulder.

PUSHING/PULLING: Periodic - Does not occur on every shift

Push by exerting force on an object so that it moves away from the force or worker and/or pull by exerting force on an object so that it moves toward the force or worker.

BENDING/STOOPING: Occasionally (up to 1/2 of the time)

Stoop by bending the body downward or forward by flexing the spine at the waist, and/ or bend by extending the spine backward or from side to side.

REACHING: Frequently (1/3 to 2/3 of the time)

Extend the hands and arms in any direction.

HANDLING: Constantly (2/3 or more of the time)

Seize, hold, grasp, turn, or otherwise work with the hand or hands.

ROTATION: Constantly (2/3 or more of the time)

Twist and turn the spine or a ball and socket joint such as the shoulder or hip.

TALKING: Constantly (2/3 or more of the time)

Express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and convey detailed spoken instructions to other workers accurately, loudly, or quickly.

HEARING: Constantly (2/3 or more of the time)

Perceive the nature of sounds by the ear.

SEEING: Constantly (2/3 or more of the time)

Obtain impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects.

Rogue River School District #35 – Job Description

SPECIALIZED DEMANDS

VIDEO DISPLAY TERMINALS: Constantly

Read or obtain information from a monochrome or color video display terminal (computer monitors, cash register terminals, gauges, etc.).

KEYBOARDS: Constantly

Enter data on keyboards (computer, ten key, or customized key pads). Keyboards may include keys that have an identical image to the key punched (as in ordinary alpha/numeric personal computer keyboards), or may utilize various symbols to relate or describe items entered.

ENVIRONMENTAL CONDITIONS

LOCATION: Inside

Work is predominately inside and generally provides protection from weather conditions, but not necessarily from temperature changes.

NOISE/VIBRATION: Constantly (2/3 or more of the time)

Endure sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.

LEARNING DEVELOPMENT DEMANDS

REASONING: Intermediate

Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

MATHEMATICAL: Basic

Add, subtract, multiply, and divide all units of measure. Perform the four operations with common and like decimal fractions. Compute ratio, rate, and percent; draw and interpret bar graphs. Perform arithmetic operations involving monetary units.

READING: General

Read a variety of materials such as novels, magazines, atlases, encyclopedias, safety rules, instructions in the use and maintenance of shop tools and equipment, and methods and procedures in mechanical drawing and layout work.

WRITING: Intermediate

Prepare business letters, expositions, summaries, and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

SPEAKING: General

Speak before groups with poise, voice control, and confidence, using correct English and well-modulated voice.

Rogue River School District #35 – Job Description

TEMPERAMENT REQUIREMENTS

REPETITION

Perform a few routine and uninvolved tasks repeatedly according to set procedures, sequence, or pace with little opportunity for diversion or interruption. Interaction with people is included when it is routine, continual, or prescribed.

VARIATION

Make frequent changes of tasks involving different aptitudes, technologies, techniques, procedures, working conditions, physical demands, or degrees of attentiveness without loss of efficiency or composure.

PRECISION

Adhere to and achieve exact levels of performance, using precision measuring instruments, tools, and machines to attain precise dimensions; preparing exact verbal and numerical records; and comply with precise instruments and specifications for materials, methods, procedures, and techniques to attain specified standards.

RELATIONSHIP REQUIREMENTS

PEOPLE: Serving

Attend to the needs or requests of people or the expressed or implicit wishes of people; immediate response is involved. Must be able to establish and maintain harmonious working relationships with fellow employees and the public.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s). The Rogue River School District #35 will provide reasonable accommodations upon request and as required in accordance with the Americans with Disabilities Act of 1990.

SIGNATURE	DATE
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