

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

ACTIVITIES RESOURCE TEACHER – HIGH SCHOOL

POSITION: Activities Resource Teacher - High School

REPORTS TO: Site Administrator

LOCATION: Various High School Locations

NATURE OF WORK:

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

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate via written and oral, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

- Manages the day-to-day operation of the interscholastic athletics program and other student activities
- 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 coach 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
- Supervises evening/weekend events
- Organizes and conducts sport awards programs each season
- Acts as school liaison with Athletic Boosters Club, and other fundraising groups
- Monitors student eligibility for extracurricular activities
- Reviews/approves all athletics related correspondence sent home to students
- Implements the school sportsmanship plan
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required:

- Professional License/Certification
- National Board Certified OR Master's degree OR 30-semester credits post-baccalaureate
- Four (4) years of successful teaching experience

Preferred:

- License/Certification with a Physical Education Endorsement

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on EASMC Teacher career ladder for twelve-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

Updated: 07.2024, 05.2025