Job Description
MOORE PUBLIC SCHOOLS

Job Title: **High School Athletic Facilitator**

Qualifications:

Credentials: State Certificate to teach in specific position

Education: Bachelor's degree required/Master's preferred

Training/Experience Required: Athletic Director and/or Head Coaching experience preferred

Special Skills, Knowledge, Abilities:
Ability to create and supervise an atmosphere conducive to implementing the philosophy, goals, and objectives of the Athletic Department.

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms, instructions, social media posts, and writing/printing legibly. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English.

Job Goal (Purpose of Position): Performs skilled/professional-level tasks under limited supervision to facilitate or coordinate athletic programs in the school. Serves as liaison between the Athletic Director and the Principal. In addition, they meet with parents, boosters, and staff to enhance the athletic program. An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the variety of challenges of the job.

Contacts with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. May require working on days when school is not in session which may include holidays. Job requires interpreting and translating facts and information, explaining situations and issues to persons and advising them on alternative courses of action.

Contributes to effectiveness/quality of district programs, including extracurricular programs; keeps accurate records, reports, etc. pursuant to district policy; actively supports and looks for ways to improve the quality of customer service as provided by the district; cooperates with other district personnel to improve the quality of athletic programs; when serving on committees, maintains an attitude of constructive/supportive behavioral feedback and input to improve the quality of service; continues to be involved in personal growth and development.

Essential Job Functions (Performance Responsibilities):

1. Assists the District Athletic Director in the administration of the athletic program. Responsible for coordinating the athletic program at their school.

2. Serves as liaison with the District Athletic Director and the principal for the implementation of policy and practices.

3. Plans and coordinates, with the approval of the District Athletic Director, the program of events for the athletic department.

4. Prepares and maintains necessary reports and records in accordance with the requirements which govern such records and reports.

5. Represents the school at athletic contests, conference and State Association meetings.

6. In cooperation with the head coach of each sport, responsible for working within the allocated budget for each sport.

7. In cooperation with the head coach of each sport, responsible for preparing and recommending to the director, the purchase and repair of equipment and supplies.

8. Supervises the inventory, storage, and care of equipment and supplies.

9. Responsible for the certification of all athletes.

10. Arranges contracts with other schools for athletic contests and for game officials, with approval of the athletic director.

11. Supervises the preparation for and sale of admissions to athletic contest at his/her school; to include advance sales, ticket sellers, gate keepers, pass gates, ushers, scouting and complimentary tickets.

12. Responsible for such items as transportation, meals, ambulance service, physician services, scores and timers, public address system, pre-game and half-time activities.

13. Performs such other duties that might fall within his/her jurisdiction, or which may be assigned to him/her by the Athletic Director, Principals, or Superintendent.

14. Reports all maintenance orders.

15. Manage all site athletic facilities and protocols in compliance with board policy.

Supervision exercised: Head Coach, Assistant Coaches, and all site athletic personnel.

Site: Various

Reports To: District Athletic Director/Principal

Physical/Mental Requirements and Working Conditions:
Other than those physical/mental requirements included with the essential functions: Must be able to communicate in a variety of ways. Must be able to get around the various sites.

Terms of Employment:	Hours Equivalent to 235 days as coordinated by District and Site Administration or Designee
Salary:	To be established by the Board
Evaluation:	Performance of this job will be evaluated in accordance with Board policy.

Approved 3/8/1993
Revised 1/11/1999
Revised 6/10/2019
Revised 4/11/2022
Revised 12/9/2024