



## HIGHLAND PARK ISD

### Special Olympics Coordinator – Head of Delegations

**Stipend: \$3,200**

**Purpose:**

To coordinate and oversee Highland Park ISD's Special Olympics program by ensuring athletes, coaches, volunteers, and families have the necessary support, communication, scheduling, and resources for successful participation in practices and competitions.

**Responsibilities include:**

- Collecting paperwork for athletes wanting to participate;
- Recruiting coaches and volunteers for practices and events;
- Ordering t-shirts and equipment needed for practices and competitions;
- Training staff on rules and logistics of upcoming events;
- Reaching out to surrounding districts and Special Olympics Texas-Area 10 for upcoming competitions and events;
- Scheduling practice schedules and seasons for each sport including competitions;
- Planning buses and logistics for school-day competitions;
- Attending after-school practices and weekend competitions to assist coaches;
- Emailing parents regarding all information regarding seasons and schedules;
- Fundraising for needed equipment, t-shirts, and transportation for school-day events;
- Communicating with the Highland Park High School Special Olympics Club to keep them updated on events and volunteering opportunities;
- Ensuring everyone has the accurate paperwork on file.

*This stipend is in addition to your regular salary. The start dates and end dates for the supplemental duty(ies) may be different from the start and end dates under your employment contract with the district. Your stipend(s) include(s) payment for all duties, responsibilities, and additional time your supplemental duty(ies) may require. A stipend associated with a particular supplemental duty may be prorated if you do not complete the supplemental duty or if the supplemental duty is terminated for any reason.*

*Your supplemental duty(ies) is/are at-will and is/are not part of your employment contract with the district. There is no property right to your continuation of the supplemental duty(ies). You may resign one or more of these supplemental duties at any time or the district may reassign or terminate one or more supplemental duties at any time.*