CROSS COUNTRY COURSE MANAGER
JOB DESCRIPTION

JOB INFORMATION

TITLE: Cross Country Course Manager

EMPLOYEE GROUP: Professional
ADDITIONAL JOB CODES: 326
SHIFT: Per Contract
TERM OF EMPLOYMENT: Stipend / Extracurricular Student Activities
HOLIDAYS: As Per School Calendar
LOCATION(S): As Assigned
RATE OF COMPENSATION: Per Contract

Last Edited On: 06/03/2026
Board Approval Date: 08/03/2026

ORGANIZATION

DEPARTMENT: Professional

REPORTS TO: Athletic Director/Activities Director and High School Principal

JOB SUMMARY

SUMMARY
The position is responsible for supervising the cross-country course and facilities (cross-country building and high school indoor facilities). Planning for and executing events that will utilize the cross-country course. This position will also provide our student athletes with local running opportunities.

TIME COMMITMENT
Varies seasonally with most of the school-based events occurring in the fall and community-based events in the spring and summer.

QUALIFICATIONS
Possess the ability to work in harmony with staff, coaches, and the community.
Be able to work independently and with minimal supervision.
Possess proper judgment and good decision-making skills.
Must be physically capable of moving and/or lifting exercise equipment as necessary.
Experience in planning and executing running (cross country, track, marathon, etc.) events preferred.

ESSENTIAL FUNCTIONS

SCOPE OF RESPONSIBILITIES

a. Cross Country Course usage beyond the regular school day; and
b. Safety throughout the course and during events.

SUPERVISORY/PERSONNEL RESPONSIBILITIES

a. Consult with the Director of Athletics and Student Activities on course use and event planning;
b. Collaborate with the Cross-Country coaches on course usage;
c. Oversee personnel required to conduct events on the course; and
d. Collaborate with maintenance department as needed.

ADMINISTRATIVE RESPONSIBILITIES

a. Assist the Director of Athletics and Student Activities on school-based cross-country events;
b. Develop, plan, advertise, and execute a minimum of six community-based running events. These events are intended to generate revenue in excess of the expenses to run such events;
c. Assist in making the course user friendly for both student-athletes and the community;
d. Contribute to the maintenance of the cross-country course and communicates issues/concerns to the Director of Athletics and Student Activities;
e. Ensure that the cross-country course and facility is secure following use by those under his/her supervision;
f. Submit budget requests to the Director of Athletics and Student Activities on an annual basis; and
g. Market the cross-country course with appropriate organizations.

MISCELLANEOUS

a. Perform other duties as directed by the District Administration.

WORK ENVIRONMENT

a. Schools, cross-country course and facility, offices, meeting areas and outdoor settings.

ATTENDANCE

a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

a. Frequent travel to school district buildings;
b. Frequent walking throughout various areas;
c. Often sitting at a desk for extended periods;
d. Standing for extended periods of time;
e. Moderate moving from 15 to 50 pounds;
f. Some carrying – up to 50 pounds;
g. Manual dexterity to use office equipment; and
h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

a. Visual acuity to read correspondence and a computer screen;
b. Auditory acuity to be able to use telephones; and
c. Ability to speak clearly and distinctly.

TEMPERAMENT

a. Must be courteous and able to effectively manage students;
b. Must be able to interact well with various publics and individuals;
c. Must be able to work as a member of a team;
d. Must be cooperative, congenial and service-oriented, and promote these qualities in the classroom;
e. Must be able to appropriately handle confidential information.

COGNITIVE ABILITY

a. Ability to follow written and verbal directions and give direction to others;
b. Ability to create and delegate assignments;
c. Ability to complete assigned tasks with minimal supervision;
d. Ability to read, write and do complex computations;
e. Ability to use correct grammar sentence structure and spelling;
f. Ability to compose clear, concise sentences and paragraphs;
g. Ability to organize office setting to efficiently accomplish tasks;
h. Ability to work independently and make work-related decisions;
i. Ability to exercise good judgment in prioritizing tasks, and directing staff; and
j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

a. Ability to operate office equipment;
b. Must appropriately handle confidential information; and
c. Ability to manage a classroom with varied changing, service demand.

LICENSE

a. Valid Driver's License

COMMENTS

a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.