

JOB DESCRIPTION

DEPARTMENT: CURRICULUM SERVICES

JOB TITLE: ATHLETICS AND PHYSICAL EDUCATION
COORDINATOR

REQUIREMENTS:

- A. Education Level:** Master's degree
Certification or Licensure: South Dakota Teacher's Certificate
- B. Experience Desired:** 3-10 years teaching, coaching and athletics administration.
- C. Other Requirements:** Knowledge of state, conference and local rules, regulations and guidelines. Demonstrated ability in establishing and maintaining good public relations with community organizations, civic and professional organizations.
- D. Physical Requirements:** This position requires constant hand-eye/mind-eye coordination, hearing, speaking, walking, writing, and driving. Frequent repetitive motion with wrists, hands, and fingers.

REPORTS TO: Assistant Superintendent - Academic Achievement

**RECEIVES GUIDANCE
FROM:**

Assistant Superintendents, Superintendent,
building administrators, Operational Services
Supervisors, Health Services Director

ESSENTIAL FUNCTIONS AND DUTIES:

1. Assists in selection, employment, assignment and supervision of coaching personnel and physical education instructors.
2. Coordinates all scheduled events in all sports, takes all actions necessary for the proper administration of these events and maintains a master schedule of such events.
3. Accounts for all monies handled in Athletic Program in accordance with prescribed local and state procedures, including approving all expenditures from the Athletic Account and Athletic Imprest Fund.
4. Serves as the district administrator responsible for directing SDHSAA state athletic activities and serves as Meet Director for the Howard Wood Dakota Relays.

5. Supervises, in cooperation with principals, the activities of all personnel and events within the district athletic program.
6. Supervises and schedules all activities and personnel associated with Howard Wood Field.
7. Provides support and leadership to all personnel engaged to teach in the physical education program K-12.
8. Promotes continuous evaluation and development of assigned program(s) and makes recommendations to the Assistant Superintendent of Academic Achievement.
9. Identifies opportunities for professional growth of staff with respect to clinics, workshops, conferences, conventions, professional organizations and appropriate in-service education programs.
10. Cooperates with Community Relations in the dissemination of information to the public regarding athletic and physical education programs.
11. Assists in establishing and maintaining good relations with civic, professional, service, parent organizations and the community in general; and by having an active interest and involvement in community activities.
12. Coordinates, reviews and approves in-district and out-of-district transportation for athletic teams including arranging for meals and lodging when necessary for athletic team travel outside of Sioux Falls.
13. Formulates district athletic policies.
14. Coordinates activity ticket programs at the high schools.
15. Submits an annual budget.
16. Submits annual reports, including personnel and business affairs.
17. Requisitions physical education instructional materials and supplies and maintains inventory.
18. Develops plans for distribution of equipment, supplies and all types of instructional materials.
19. Assists principals in preparing physical education teaching schedules and adjusting the teaching load.
20. Participates in planning of new facilities.
21. Coordinates the physical education program with other departments and programs.
22. Serves as chairperson of the Athletic Advisory Council.
23. Supervises sports days, play days, demonstrations, exhibitions and other performances.
24. Oversees maintenance of facilities at Howard Wood Field in cooperation with the Buildings and Grounds Department.
25. Evaluates facilities, equipment and supplies including inspection for safety hazards and cleanliness. Provides plans for their repair or replacement.
26. Works cooperatively with other administrators and staff in continuous curriculum development, implementation and evaluation.
27. Assists the Assistant Superintendent of Academic Achievement in the development of appropriate curriculum.
28. Recommends curriculum changes to the Assistant Superintendent of Academic Achievement for adoption by the School Board.

WORKING CONDITIONS:

A. Inside

Outside

Both

XXX

B. Climatic Environment:

Occasionally subjected to cold temperatures, extreme noise, vibrations, dust and poor ventilation.

C. Hazards:

Exposure to body fluids, communicable diseases. Travel between locations will cause exposure to hazardous driving and walking conditions.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name

AthPECor