

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION – ATHLETIC EVENTS COORDINATOR St. Marys High School

Qualifications: Meet minimum Standards for Certification as set forth by the West Virginia Board of Education Policy 5202 in Minimum Requirements for the Licensure of Professional Personnel and the qualification as outlined in West Virginia §18A-4-7a. Whereas this position is an extra-curricular assignment, individuals must be a regular employee.

Immediate Supervisor: Principal and/or Assistant Principal

FLSA Status: Exempt

Term of Employment: Determined by the Pleasants County Board of Education and Delineated on the district Supplemental Schedule

Salary: Determined by the Pleasants County Board of Education

Expectations / Duties and Responsibilities:

- Maintain a safe, secure environment for Pleasants County students while participating in school-sponsored activities at times other than the regular school day.
- Provide overall supervision of the buildings and grounds during after-school/weekend activities.
- Provide appropriate campus security in the areas being utilized.
- Assist adults using the facilities as requested, i.e. provide information, give directions, answer general questions, etc.
- Open and close all areas of the facility being used.
- After the events, check the area(s) being used and report any problems to the athletic director, principal or assistant principal.
- Become knowledgeable of the operation of the equipment and systems being used at all facilities.
- Be present on the campus at all times during assigned events.
- Set up and supervise as assigned.
- Establish a good working relationship with support organizations and develop/maintain positive public relations.
- Maintain a courteous and helpful attitude in dealing with students and citizens.
- Work cooperatively with the athletic director and administrative staff in carrying out responsibilities of this position.
- All other duties/responsibilities assigned by the athletic director, principal or assistant principal.

PHYSICAL DEMANDS:

The physical demands described 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. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/ technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.

Perform Other Job-Related Duties and Responsibilities as Assigned by the Principal and/or Assistant Principal

Adopted: July 24, 2014

Amended: May 24, 2018