

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Athletic Director/Coordinator Lincoln Jr. High School

EXEMPT: Yes
SALARY LEVEL: Per Master Contract
LOCATION: Plymouth Community Junior High School
REPORTS TO: Principal

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Organize and administer the overall athletic program for Lincoln Junior High School.
2. Coordinate Junior High program with the Plymouth High School program.
3. Compile and publish appropriate rules and guidelines for the conduct of the athletic program.
4. Contract all athletic events for Lincoln Junior High School.
5. Contract officials for athletic contests. (Note: Only licensed officials (IHSAA) should be utilized. In case of last-minute cancellations, rescheduling or other circumstances, non-licensed officials may be utilized.)
6. Schedule, request and verify transportation for athletic teams.
7. Approve and order all major purchases for athletics in conjunction with coaches.
8. Maintain and file academic eligibility and physical clearances for athletes after coach has completed initial verification.
9. Purchase, store and supervise sales of concession stand supplies. Enlist and supervise student workers for concession stand.
10. Assume responsibility for supervision of coaches, teams and spectators at home athletic events in the absence of the Principal or Assistant Principal.
11. Establish criteria for awards. Plan and supervise appropriate awards program for athletes.
12. Plan and publish practice and game schedules for use of Junior High facilities.
13. Recommend improvement in athletic programs or facilities to Junior High Principal when appropriate.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Four-year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must hold a valid Indiana teaching license and drivers license - operator permit.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of athletes, school officials, parents, and the press.

MATHEMATICAL SKILL:

Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the machines, tools, equipment, and work aids which may be representative of those commonly associated with this type of work.

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.

The noise level in the work environment is usually moderate to loud.

The work environment may be indoors and/or outdoors.

There are no environmental hazards indicated for this position.

TERMS OF EMPLOYMENT:

Salary as per Master Contract.

EVALUATION:

Annually.

Revised 2/6/01