

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

04/22	<u>COORDINATOR, ATHLETICS AND STUDENT ACTIVITIES</u>	3.13.11
Effective Date	Job Title	Index

PURPOSE:

Expand equitable opportunities for all students to have access to engaging activities and athletics as directed by supervisor.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Works with supervisor to set vision and goals related to the district’s activities and athletic programs that align to the goals of Strategic Plan.

Develops and executes strategic initiatives to improve student engagement in extracurricular programming and athletics.

Serves as special project/program coordinator to expand middle school activities, athletics and extra-curricular programs

Promotes and expand unified sports opportunities.

Assists with identification and development of resources, including funding opportunities and community partnerships to middle school engagement. Partnerships include community-based organizations and non-profit organizations.

Coordinates with community-based organizations to expand access for students for.

Works in collaboration with level directors and principals ensure adherence to all OSAA rules as well as District policies including medical and safety requirements for all athletic teams.

Attends to athletic budgets and procurement practices for middle school and high school programs to support Ads in budget management.

Works directly with the facility manager with regards to all athletic facilities to ensure consistent communication and to ensure that overall maintenance and use of sports facilities meet district expectations with facilities manager youth fields and gym space to improve access for all Salem Keizer students.

Consults with district appointed designee and oversee compliance of applicable Title IX and LGBTQ+ policies.

Serves as the SKPS District liaison and spokesperson with the Oregon School Activities Association (OSAA), officials’ organizations, community partners, parents, patrons, media and other school districts.

Provides district oversight for athletic schedules, equitable field, and gym use and mediate transportation and scheduling conflicts.

Serves as the first point of contact on athletic related personnel and parent complaints that are not resolved at the school level.

Professionally represents the school and the district in interactions with parents, community, staff and students.

Coordinates activities and initiatives identified by designated supervisor.

Other duties as assigned.

KEY RELATIONSHIPS:

Assistant Superintendent: Reports to this position.

Director of High Schools & Middle Schools: Collaborates with this position.

Assistant Principals/Athletic Directors: Coordinates programming across this position.

Coordinator of Music and Drama: Collaborates with this position.

School Activities Directors: Coordinates operations and programming across this position.

Athletic Coaches: Coordinates operations and programming across this position.

Middle School Principals: Coordinates operations and programming across this position.

Middle School Administrative Assistant: Collaborates with this position.

MINIMUM QUALIFICATIONS:

Valid Oregon Professional Administrator License or ability to obtain

Minimum three years' experience in school administration or qualified through an administrative internship program

Successful teaching and leadership experience at grades 6-12

Ability to implement a vision for youth programming

Ability to communicate effectively with students, parents, staff and other agencies

EXPERIENCE AND TRAINING

Experience with secondary athletics and activities

Any combination of experience and training that would provide the required knowledge and abilities is appropriate

KNOWLEDGE OF:

All Oregon School Activities Association (OSAA), League, and District policies and procedures

TERM OF EMPLOYMENT:

12 Months

SALARY LEVEL:

Administrator Salary Schedule, Grade 207A

WORK ENVIRONMENT:

The position generally works in a middle and high school environment with frequent travel during evenings and weekends at athletic events.

Subject to inside and outside environmental conditions with routine exposure to the weather including seasonal heat and cold. Subject to frequent loud noises in the environment.

High level of contact with students, staff, parents and outside agencies/community.

PHYSICAL REQUIREMENTS:

Employee may: stand/walk 4-6 hours; sit 4-6 hours; drive 1-4 hours. The employee may use hands for repetitive single grasping, fine manipulation, and pushing/pulling 40 pounds maximum. The employee may bend, squat, lift and climb stairs occasionally.

Salem-Keizer School District is an equal opportunity employer.