



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Coordinator of Athletics, JROTC, and Driver Education		Board Approved: May 5, 2009
Position Level: Administrative Salary Schedule	FLSA Status: Exempt	Reports to: Assistant Superintendent for Secondary Curriculum and Instruction
May be assigned as: 10-month, 11-month, or 12-month		

GENERAL DESCRIPTION

To plan, develop, implement, and support the programs offered to students in Grades 6-12 in the areas of athletics, extracurricular activities, Driver Education, and JROTC.

KEY RESPONSIBILITIES

- Coordinate the planning, implementation, and support of athletic and extracurricular programs in middle and high schools.
- Assist with the dissemination of information involving athletics, JROTC, and driver education to parents, students, and community members.
- Serve as the district liaison to the Florida High School Athletic Association (FHSAA), branches of the armed services, in matters associated with athletics, JROTC, and driver education.
- Serve as program leader and consultant to athletic directors, JROTC instructors, and driver education teachers.
- Supervise, develop, and evaluate the performance of subordinates to ensure efficient coordination of the district athletic, driver education, and JROTC programs.
- Maintain a close, working relationship with middle and high school administrators to ensure information exchange, coordination of efforts, policy compliance, and general support for the decision-making process as it relates to athletics, extracurricular programs, JROTC, and driver education.
- Participate in appropriate workshops and attend the meetings of state, regional, and local organizations to gather information to be shared with district and school leadership and other associated personnel.
- Assist in the preparation and timely submission of all required district and state reports associated with athletics, JROTC, and driver education.
- Monitor compliance with FHSAA Rules and Regulation, School Board Rules, and other guidelines associated with athletics, JROTC, and driver education.
- Assist school as necessary with the selection, appointment, and certification process for coaches, assistant coaches, and volunteer assistant coaches.
- Coordinate inservice training for athletic coaches, driver education, and JROTC Instructors.
- Serve as the district representative in the resolution and response to parent concerns involving athletics, JROTC, and driver education.
- Supervises the development of specifications for the purchase of school athletic equipment, leasing of driver education vehicles, and JROTC equipment.
- Supervises the purchase, inventory, warehousing, and distribution of athletic equipment to individual schools.
- Inspects, reviews, and supervises the use of athletic facilities and the policies governing maintenance, repair, and service of county-owned equipment.

Inspects, supervises, and maintains inventory of driver education vehicles.

Attends school/school system functions, including athletic contests, state-level meetings concerning athletic regulations, as well as driver education and JROTC.

Perform other duties as assigned by Supervisor.

CLASS SPECIFICATION

Position Title: Coordinator of Athletics, JROTC, and Driver Education	Reports to: Assistant Superintendent for Secondary Curriculum and Instruction	Position Level: Administrative Salary Schedule
--	--	---

KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	Master's Degree in Education required; Educational Leadership preferred.
<i>Work Experience:</i>	Minimum of five (5) years of successful classroom teaching and coaching and/or administrative experience in secondary education.
<i>Impact of Actions:</i>	Makes decisions and final recommendations, which routinely affect the activities of an entire facility or school. Position duties may include responsibility for developing strategic plans for one or more facilities or schools.
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple technical activities is employed' therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision-Making:</i>	Supervision is present to establish broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to set objectives, coordinate activities within a department or to complete a project. Actions taken may be based on similar situation encountered in the past.
<i>Communications:</i>	Requires regular internal and external contacts to discuss issues of moderate importance and to respond to inquiries. Also requires contact with officials at higher levels on matters requiring cooperation, explanation, and persuasion or with the public involving the enforcement of regulations, policies, and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within one department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties.
<i>Planning:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues.
<i>Job-Related Knowledge and Skills:</i>	Advanced Professional Skills: Requires extensive knowledge of the professional discipline and a working knowledge of related fields.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves infrequent exposure to disagreeable elements.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.