TITLE: **Coordinator** **Instructional Athletic League**

QUALIFICATIONS:

1. Has a valid Kentucky teaching certificate; or
2. Holds a valid Emergency Certificate for Substitute Teaching under the qualifications outlined in 16 KAR 2:120 Sec. 2 (7)(b); or
3. ~~Holds a Bachelor’s degree or higher with 2.5 grade point average; or~~
4. ~~Have a minimum of 64 semester hours with 2.5 grade point average and be 21 years of age; or~~
5. ~~Have a high school diploma (or its equivalent), be age 25 or over and completed 18 hour Emergency Non-certified Personnel Program; or~~
6. Is employed as a Para Educator, with Boone County Schools, and qualifies under compliance with KRS 161.180(2)
7. Have current certification of C.P.R. course including Adult and child certifications, the use of an Automatic External Defibrillator and the requisite First Aid Training, conducted by an instructor or program approved by a college or university, the American Red Cross, American Heart Association or other bone fide accrediting agency
8. Has prior supervisory experience and exhibits evidence of knowledge in the sport assigned
9. Has the ability to work well with students
10. Has the ability to communicate effectively with students, ~~staff~~, faculty, parents and the community
11. ~~Holds current certification in First Aid and CPR/AED Adult/Child~~

REPORTS TO: Principal and/or Athletic Director

JOB GOAL: To help each participating student achieve a high level of skill and an appreciation for the value of discipline and sportsmanship and an increased level of self-esteem.

PERFORMANCE RESPONSIBILITIES:

1. Plan and schedule with the athletic director and coaches (with appprincipal) an instructional athletic league for student skill building
2. Recommend purchase of equipment, supplies and uniforms as appropriate
3. Maintain necessary attendance forms, insurance records, league registration forms, league fees, timesheets and similar paperwork in cooperation with the athletic director
4. Oversee the safety conditions of the facility or area in which the assigned

sport is conducted at all times when students and spectators are present

1. Oversee the proper maintenance and care of athletic equipment
2. Have all students under supervision of staff personnel at all times during the c~~amp~~ league
3. Develop a ~~summer~~ league budget request for the sport, in cooperation with the principal and athletic director and administer the ~~summer~~ league budget for the sport according to established policies and procedures
4. Evaluate all instructional athletic supervisors who are responsible to him/her and make recommendation to the principal and the athletic director
5. Obtain advanced approval from the principal for all fund raising activities
6. Maintain league website
7. Perform other duties consistent with the position assigned as may be requested by the Principal and/or the Athletic Director

**\*\* Purchased Position**

TERMS OF EMPLOYMENT:

* Purchased Position
* Paid at the maximum of “Basketball Intermural Director – Middle School” extra duty position
* Minimum eight (8) games per session
* Minimum eight (8) instructional practices per session
* Board approved 9/14/2017