



Bullitt County Public Schools

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TO: Dr. Jesse Bacon, Superintendent

FROM: Adrienne Usher, Assistant Superintendent

DATE: May 14, 2021

RE: Part-Time District Activities Coordinator Position

Attached is a job description for the position of Part-Time District Activities Coordinator. This position will be responsible for providing leadership to and general oversight of the district's extra-curricular/co-curricular activities and athletics programs. Supervises personnel involved in the development and implementation of extra-curricular/co-curricular activity and athletic programs; monitors rules and regulations of the Kentucky High School Athletic Association and the Bullitt County Board of Education; develops and maintains an effective extra-curricular/co-curricular activity and athletic bidding procedure; and works to instill positive self-concepts and sportsman-like attitude among students. Approval is requested for the Part-Time District Activities Coordinator position.

BULLITT COUNTY PUBLIC SCHOOLS

POSITION: **Part-Time District Activities Coordinator
(100 Day Position)**

POSITION SUMMARY: Provides leadership to and general oversight of the district's extra-curricular/co-curricular activities and athletics programs. Supervises personnel involved in the development and implementation of extra-curricular/co-curricular activity and athletic programs; monitors rules and regulations of the Kentucky High School Athletic Association and the Bullitt County Board of Education; develops and maintains an effective extra-curricular/co-curricular activity and athletic bidding procedure; and works to instill positive self-concepts and sportsman-like attitude among students.

QUALIFICATIONS:

- 1.) Kentucky certificate, license, or other legal credentials required.
- 2.) Successful supervisory experience in student activities
- 3.) Ability to organize and manage programs of activities as an integral part of the total educational program of the district
- 4.) Experience and such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Director of Secondary Education

SUPERVISES: Staff members designated by the Director of Secondary Education and Superintendent

PERFORMANCE RESPONSIBILITIES:

- 1.) Assisting building level leadership in facilitating the development, implementation, and supervision of extra-curricular activities in all schools
- 2.) Designing and implementing the extra-curricular activities and athletics events in a fair and equitable manner throughout the school district
- 3.) Providing leadership in the development of processes, strategies, and feasibility planning to ensure that necessary human and monetary resources are appropriately utilized in order to achieve the planned results of the District
- 4.) Directing research and development activities, including the planning and forecasting of future needs and recommending appropriate support programs to expand student opportunities

- 5.) Working with business and community leaders to develop and maintain ongoing partnership in support of extra-curricular activities
- 6.) Assisting building principals and Athletics Directors in the monitoring and support for external organizations
- 7.) Working collaboratively and consistently with principals and the Director of Maintenance to assess the conditions of extra curricular facilities and develop a long-range plan for improvement with the support of community partners
- 8.) Serving as a liaison between the Superintendent and central office with principals and athletics directors
- 9.) Assisting principals and athletics directors with the development of corrective action and assistance plans for appropriate staff
- 10.) Leading in the evaluation of extra-curricular programs, and recommending changes and improvements as needed to schools and councils
- 11.) Receiving and resolving parent and community issues related to student activities
- 12.) Providing leadership and assisting school personnel to include comprehensive and appropriate resources for student activities
- 13.) Serving as the liaison between the secondary school's athletic directors and exercising general supervision of the overall athletic program
- 14.) Working cooperatively with the Kentucky High School Athletic Association and serving as a liaison between member schools and KHSAA
- 15.) Investigating all allegations of infractions and making recommendations for appropriate remedies or corrective action
- 16.) Administering and enforcing the activities and athletic policies, regulations, and rules
- 17.) Developing, implementing, and monitoring student eligibility standards and student participation processes for all extra-curricular and co-curricular activities
- 18.) Critiquing the management of local school athletic/activity funds, determining compliance with policies, and implementing a plan to fund district-wide activities not covered by the operations budget
- 19.) Providing leadership, supervising and evaluating assigned staff
- 20.) Being regular in attendance and punctual

- 21.) Supporting the Superintendent in his/her overall administrative efforts, interpreting his/her ideas and decisions to staff and public, keeping him/her informed of pertinent developments and events, and seeking his/her counsel on decisions when necessary
- 22.) Performing other duties as assigned by the Director of Secondary School and Superintendent

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Approved By: _____ Date: _____

Reviewed and Agreed By: _____ Date: _____