TITLE: **~~Basketball~~ Intramural ~~Director~~ Coordinator – Middle School**

QUALIFICATIONS:

1. Has a valid Kentucky teaching certificate; **or** holds a valid Emergency Certificate for Substitute Teaching under the qualifications outlined in 16 KAR 2:120 Sec. 2 (7)(b); **or** is employed as a Para Educator, with Boone County Schools, and qualifies under compliance with KRS 161.180(2)
2. ~~Have~~Holds current cardiopulmonary resuscitation (CPR) 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 bona fide accrediting agency as approved by the District
3. ~~Has had p~~Prior experience or exhibits evidence of knowledge of the organization and administration of intramural activities
4. ~~Has the a~~Ability to work well with students
5. ~~Has the a~~Ability to communicate effectively with students, faculty, parents, and the community

REPORTS TO: Principal

JOB GOAL: To provide all students with the opportunity to participate in intramural activities and to achieve appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

PERFORMANCE RESPONSIBILITIES:

1. Organize intramural teams composed of all interested sixth, seventh and eighth grade students
2. Promote and publicize the Intramural Program within the school
3. Keep a signed permission and waiver form for every participant on file
4. Recruit, train and supervise volunteer coaches as needed
5. Schedule, coordinate and supervise team practices
6. Coordinate the procurement of team uniforms as needed
7. File written requests for needed equipment with the principal
8. Provide each coach with emergency card information for all players on his/her team
9. Inventory and care for equipment
10. Keep adequate first aid supplies available for all games and practices
11. Supervise all games and practices conducted at the school facilities
12. Recruit, schedule, and supervise officials, scorekeepers, timekeepers, and ticket takers as needed
13. Request and distribute checks to all paid personnel
14. Keep appropriate financial records and complete required financial reports
15. Make certain all official rules and regulations are followed
16. Have all students under supervision of certified personnel, or personnel authorized to supervise students, at all times at approved after school programs
17. Perform other duties consistent with the position as assigned ~~as may be requested~~ by the supervisor

TERMS OF EMPLOYMENT:

* Intramural Coordinator – Middle School Stipend
* Board approved 9/12/02
* Revised 1/10/2019, MM/DD/YYYY