



Kenton County School District | It's about ALL kids.

Issue Paper

DATE:

3/25/2022

AGENDA ITEM (ACTION ITEM):

Consider/Approve the creation of a new job description to match the duties for "District Elementary Activities Coordinator" positions.

APPLICABLE BOARD POLICY:

01.11 General Powers and Duties of the Board; 03.233 "Duties": Job Description

HISTORY/BACKGROUND:

Attached is the proposed job description for the "District Elementary Activities Coordinator" positions for consideration. The purpose of the job description is to reflect the expectations of the position.

FISCAL/BUDGETARY IMPACT:

No net financial impact.

RECOMMENDATION:

Approval to the creation of a new job description to match the duties for "District Elementary Activities Coordinator" positions.

CONTACT PERSON:

Malina Owens

Principal/Administrator



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal—complete, print, sign and send to your Director. Director—if approved, sign and put in the Superintendent's mailbox.

Kenton County School District
Job Description: District Elementary Activities Coordinator

TITLE: District Elementary Activities Coordinator

QUALIFICATIONS:

1. Valid Kentucky Teacher certification or approved paraprofessional
2. Employment as teacher in Kenton County School District (preferred)
3. Prior coaching or playing experience (preferred)
4. Excellent communication and organization skills
5. Such alternatives to the above qualifications as the Board may find acceptable and appropriate

REPORTS TO: Assistant Superintendent/Designee

JOB GOAL: To organize, coordinate, and provide opportunities for elementary students to participate in clubs, extra/co-curricular activities.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and administers the building level program of clubs, extra/co-curricular, and other activities in the elementary schools.
2. Provides leadership in helping with the selection and assignment of coaches and staff members.
3. Fosters good school-community relations by keeping the community aware of and responsive to elementary activities.
4. Assumes responsibility for the organization and scheduling of all events in the elementary athletic program.
5. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities, participants, and spectators.
6. Assures that athlete's required paperwork is collected and on file at each school.
7. Assures that all volunteer coaches and staff members are in compliance with all Board policies, including background checks and supervision.
8. Requisitions program supplies and equipment in compliance with board policy.
9. Attends meeting as required at district and school levels.
10. Performs other duties assigned by the supervisor.