



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

# Issue Paper

**DATE:**

6/21/2022

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve the creation of a new job description to match the existing approved positions of, "Athletic Team Instructor", and "School Athletics/Intramurals Activities Director (Middle/Elementary)".

**APPLICABLE BOARD POLICY:**

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

**HISTORY/BACKGROUND:**

Attached is the new proposed job descriptions to match the existing approved positions of, "Athletic Team Instructor", and "School Athletics/Intramurals Activities Director (Middle/Elementary)" for consideration. While the positions were approved in previous years and within the current Supplemental Salary Schedule, specific job descriptions for each role are being proposed in order to establish more concrete duties and expectations.

**FISCAL/BUDGETARY IMPACT:**

\$0

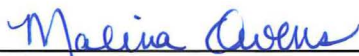
**RECOMMENDATION:**

Approval to create a new job description to match the existing approved positions of, "Athletic Team Instructor", and "School Athletics/Intramurals Activities Director (Middle/Elementary)".

**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: School Athletics/Intramurals Activities Director (Middle/Elementary)

TITLE: School Athletics/Intramurals Activities Director (Middle/Elementary)

QUALIFICATIONS:

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

REPORTS TO: Principal/District Activities Coordinator

JOB GOAL: To help organize, coordinate, and provide opportunities to all students to participate in school clubs, or extra/co-curricular activities.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and administers the building level program of clubs, extra/co-curricular, intramural athletics, and other activities.
2. Is responsible for compiling list of school clubs and extra/co-curricular activities.
3. Assists in developing plan to identify and input students participation data.
4. Provides leadership in helping with the selection of coaches.
5. Fosters good school-community relations by keeping the community aware of all school activities.
6. Assumes responsibility for the organization and scheduling of all events in the school activities programs.
7. Ensures the rules and regulations governing the conduct of activities, participants, and spectators are followed.
8. Assures that all participant's required paperwork is collected and on file.
9. 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 meetings as required at district and school levels.
10. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

- Paid according to supplemental salary schedule
- Assignment of supplemental duty to any employee is on a year-by-year basis and does not give rise to any expectation of a continued right to hold and receive compensation for such duties

EVALUATION:

- Performance of the position will be evaluated by the principal

DATE APPROVED: 7/11/22

Kenton County School District  
Job Description: Athletic Team Instructor

TITLE: Athletic Team Instructor

QUALIFICATIONS:

1. Valid Kentucky Teacher certification or approved paraprofessional
2. Employment as a teacher in the Kenton County School District (preferred)
3. Previous coaching or playing experience in assigned sport (preferred)
4. Has knowledge and background of assigned sport
5. Such alternatives to the above qualifications as the Board may find acceptable and appropriate.

REPORTS TO: The Head Coach in conjunction with the Athletic Director and respective Principal.

SUPERVISES: Athletes and team assigned to him/her and assumed supervisory control over all athletes in the program when such control is needed.

JOB GOAL: To carry out the aims and objectives of the sport program as outlined by the Head Coach. To instruct athletes in individual and team fundamentals, strategy, and physical training necessary for them to realize a degree of individual and team success.

PERFORMANCE RESPONSIBILITIES:

1. Has a thorough knowledge of the Athletics and Sports Activities Policy as approved by the Kenton County Board of Education and is responsible for its implementation. Has received and read the Board approved Coaches Handbook and signed off and returned to Athletic Director.
2. Shall abide by and be compliant with NFHS *Coaches Code of Ethics* and KHSAA Bylaw 25: *Requirement for Coaches* regarding qualifications and continuous improvement training.
3. Has knowledge of the school system, state, and conference regulations and implements them consistently.
4. Understands the proper administrative line of command and refers all student and parent requests and grievances through the proper channels.
5. Maintains discipline and works to increase morale and cooperation within the school sports program.

DUTIES AND RESPONSIBILITIES:

1. Responsible for basic duties as determined by the Head Coach.
2. Responsible for assisting in the administrative duties required for the success of the program.
3. Assists the Head Coach in teaching good sportsmanship and self-control.
4. Models appropriate behavior, emotional support, patience, a friendly attitude, and general guidance.
5. Conducts learning experiences, under the direction of the coaches, with small groups of student athletes
6. Performs other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Paid according to supplemental salary schedule
- Assignment of supplemental duty to any employee is on a year-by-year basis and does not give rise to any expectation of a continued right to hold and receive compensations for such duties.

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