

FREMONT SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE:	Eagle League Coordinator
CONTRACT TYPE:	Extra-Curricular – Stipend Position
JOB GOAL:	To promote extracurricular athletic activity that fosters skill development, understanding of sports, and appreciation for a variety of athletic activities and programs, teaming, and sportsmanship for students and adults.
QUALIFICATIONS:	-Bachelor’s Degree from an accredited institution -Experience as an athletic director or head coach -NH Certification in a related field -First Aide and CPR certified (or eligible)
REPORTS TO:	The Principal
EVALUATION:	Annually by the Principal

PERFORMANCE RESPONSIBILITIES:

RULES & REGULATIONS

1. Follows all school rules, regulations, and school board policies
2. Communicates and enforces that all participants will be supervised at all times
3. Implements district attendance, behavior, and tardy consequence guidelines and district student academic eligibility guidelines
4. Consults with school administration in resolving student problems and issues
5. Works with the school administration, athletic director, physical education teacher, community organizations, and state athletic directors to improve and promote the intramural sports program
6. Reports, documents, and files all injuries per district protocols
7. Verifies that all participants have a physical examination, proper permission forms, and insurance verifications before the start of the intramural sport program
8. Checks student eligibility per school board policy
9. Assists the Facilities Director with inspecting fields and facilities, and recommends repair or maintenance in a timely manner prior to events
10. Plans all events and drafts a comprehensive program not to exclude any student with the desire to participate
11. Organizes rosters and distributes flyers promoting intramural events
12. Builds contingency plans for rainouts and reschedules make-up games
13. Instructs players on court mechanics and administrative procedures
14. Develops and implements the use of medical release forms
15. Develops, reviews, and enforces intramural policies, procedures and game rules
16. Adopts a zero tolerance policy towards unsportsmanlike conduct

SUPPLIES, EQUIPMENT & UNIFORMS

1. Keeps an updated inventory of all athletic equipment that the program uses
2. Keeps supplies and equipment in satisfactory condition, and orders all new and replacement supplies, equipment, and uniforms when necessary
3. Inspects all athletic areas for cleanliness and ensures the proper storage of all athletic supplies, equipment, after each use of the athletic facilities

Intramural Events

1. Schedules the use of all athletic facilities and fields for Intramural events
2. Coordinates with the Director of Buildings and Grounds to see that all playing surfaces are properly conditioned for all home games
3. Arranges for the availability of medical supplies at all intramural events

COMMUNICATION

1. Meets regularly with the Building Administration to discuss challenges, successes, and needs of the intramural program
2. Develops, reviews, and revises the intramural registration and participation tracking information
3. Coordinates publicity and news releases to the media and district communication committee

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

- | | |
|----------------------------------|-----------------------|
| 1. Lift up to 10 lbs.: | Frequently required |
| 2. Lift 11 to 25 lbs.: | Occasionally required |
| 3. Lift 25 to 50 lbs.: | Occasionally required |
| 4. Lift over 50 lbs.: | Not required |
| 5. Carry up to 10 lbs: | Frequently required |
| 6. Carry 11 to 25 lbs: | Occasionally required |
| 7. Carry 26 to 50 lbs: | Occasionally required |
| 8. Carry over 50 lbs: | Rarely required |
| 9. Reach above shoulder height: | Occasionally required |
| 10. Reach at shoulder height: | Occasionally required |
| 11. Reach below shoulder height: | Occasionally required |
| 12. Push/Pull: | Rarely required |

Hand Manipulation:

- | | |
|----------------------------|--|
| 1. Grasping: | Occasionally required |
| 2. Handling: | Occasionally required |
| 3. Torquing: | Occasionally required |
| 4. Fingering: | Frequently required |
| 5. Controls and Equipment: | Computer, telephone, copy and FAX machines |

Other Physical Consideration:

- | | |
|---------------|-----------------|
| 1. Twisting: | Rarely required |
| 2. Bending: | Rarely required |
| 3. Crawling: | Rarely required |
| 4. Squatting: | Rarely required |
| 5. Kneeling: | Rarely required |

- 6. Crouching: Rarely required
- 7. Climbing: Rarely required
- 8. Balancing: Rarely required

Work Surface(s):

Varies: carpeting, linoleum, tile, etc.

During the Work Day, Employee is Required to:

	Consecutive Hours	Total Hours
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirement(s):

- 1. Talking: Necessary for communicating with others.
- 2. Hearing: Necessary for receiving instructions and queries.
- 3. Sight: Necessary for doing job effectively and correctly.
- 4. Tasting and Smelling: Not required.

Specific Vocational Preparation Requirements:

- 1. Short demonstration only _____
- 2. Any beyond short demonstration up to and including 30 days _____
- 3. 30-90 days _____
- 4. 91-180 days _____
- 5. 181 days to 1 year _____
- 6. 1 to 2 years _____
- 7. 2 to 4 years _____
- 8. 4 to 10 years X
- 9. Over 10 years _____

Other Training, Skills and Experience Requirements:

Computer skills, knowledge of computer networks, knowledge of computer hardware and software, knowledge of curriculum and grant-writing skills

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit, stand, and walk as needed.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of this job description as necessary from time to time. This job description does not constitute an employment agreement between the District and them employee and is subject to change by the District as the needs of the District and requirements of the job change. The Fremont School District is an Equal Opportunity Employer. Position is subject to Fremont School District policy, rules, and regulations.