



VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

COORDINATOR, ATHLETICS

GENERAL RESPONSIBILITIES

Responsible for handling issues in athletics and activities from high schools and middle schools, editing office publications, assisting with athletic bids, assisting in the development of athletic and activity budget, and coordinating the sportsmanship program.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Compose and edit memos or update publications.
- Organize travel for office or teams.
- Discuss concerns or issues with other coordinators, directors, or central office personnel.
- Supervise activities or conferences.
- Review policy, handbooks, or rulebooks.
- Investigate athletic and academic eligibility.
- Develop budget proposals for new school athletic programs.
- Assist in payroll for support personnel and security for events.
- Create and review graduation guidelines and logistics.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles, practices, and procedures of school activities; ability to communicate ideas clearly and concisely, orally and in writing; ability to establish and maintain effective relationships with students, parents, staff, and administration.

EDUCATION AND EXPERIENCE

Required:

- Bachelor's Degree.
- Teaching Certificate.
- Experience as a classroom teacher.
- Experience as a coach/athletic trainer in a High School or Middle School.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, reaching, and driving. Occasional standing and stooping. Ability to lift up to 20 pounds frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

- Possession of a valid driver's license.
- Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 6/00, 7/20
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