

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 2200
Instructional

FLSA: Exempt

ATHLETIC COORDINATOR

MAJOR FUNCTION:

This position, under the supervision of the Assistant Principal for Activities, will be responsible for coordinating the high school athletic program, insuring that all appropriate rules and regulations pertaining to athletics are followed.

DUTIES AND RESPONSIBILITIES:

- Coordinates athletic eligibility.
- Coordinates all school athletic activities.
- Coordinates the members of the coaching staff.
- Coordinates athletic team transportation.
- Responsible for coordinating the athletic insurance program.
- Coordinates all team, booster club projects and approves purchases in accordance with centralized athletics' guidelines.
- Coordinates inventory control, equipment needs, and county purchases.
- Sees that proper accounting procedures are followed by all coaches and booster clubs.
- Handles tickets for athletic contests and arranges for contest workers.
- Arranges for athletic contest security.
- Coordinates concessions at athletic events.
- Organizes and coordinates personnel in areas of their assigned athletic responsibility.
- Coordinates athletic tournaments.
- Prepares financial reports of all athletic events.
- Works with the Director, Pre K-12 Extracurricular Student Activities to provide a smooth functioning centralized athletic program.
- Assists with a majority of home athletic events.
- Performs other duties as assigned.

PREFERRED QUALIFICATIONS:

Bachelor's degree. Experience in coaching and athletic administration.

This is a supplemental job held by high school teachers.

ISSUED: 11/92 BMP; BOARD APPROVED: 12/9/92; FORMAT REVISED: 3/04 LMCK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

ATHLETIC COORDINATOR

| <u>WORKING CONDITIONS & PHYSICAL EFFORT:</u> | Seldom Or Never | Monthly | Weekly | Daily | Hourly |
|---|-----------------------|---------|--------|-------|--------|
| | | | | | |
| 1. Lift objects weighing up to 20 pounds | | | X | | |
| 2. Lift objects weighing 21 to 50 pounds | | X | | | |
| 3. Lift objects weighing 51 to 100 pounds | X | | | | |
| 4. Lift objects weighing more than 100 pounds | X | | | | |
| 5. Carry objects weighing up to 20 pounds | | | X | | |
| 6. Carry objects weighing 21 to 50 pounds | | X | | | |
| 7. Carry objects weighing 51 to 100 pounds | X | | | | |
| 8. Carry objects weighing 100 pounds or more | X | | | | |
| 9. Standing up to one hour at a time | | | | X | |
| 10. Standing up to two hours at a time | | | | X | |
| 11. Standing for more than two hours at a time | | | | X | |
| 12. Stooping and bending | | | | | X |
| 13. Ability to reach and grasp objects | | | | | X |
| 14. Manual dexterity or fine motor skills | | | | | X |
| 15. Color vision, the ability to identify and distinguish colors | | | | X | |
| 16. Ability to communicate orally | | | | | X |
| 17. Ability to hear | | | | | X |
| 18. Pushing or pulling carts or other such objects | | | | X | |
| 19. Proofreading and checking documents for accuracy | | | X | | |
| 20. Using a keyboard to enter and transform words or data | | | | X | |
| 21. Using a video display terminal | | | | X | |
| 22. Working in a normal office environment with few physical discomforts | | | | X | |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions | | | | X | |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions | | | | X | |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | | | | X | |
| 26. Operating automobile, vehicle, or van | X | | | | |
| 27. Other physical, mental or visual ability required by the job | | | | X | |

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