

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description**

Job Title: District Programs and Activities Coordinator **Department:** Instruction

Date: July 2017 **Reports To:** Director of High Schools

Grade: 503

D.P.Y: 12 month/260 day

Purpose of Job

The purpose of this position is to provide district coordination for specifically assigned programs and activities that enhance student learning beyond the school day.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Coordinate bus transportation for after school activities.

Coordinate usage of CMCSS grounds and facilities by outside organizations.

Coordinate athletic facilities repair and maintenance with Operations and Maintenance Department.

Coordinate efforts with the local medical and emergency personnel for athletic practices and competitions.

Provide safety training for coaches and after school activity coordinators.

Coordinate shared facilities usage.

Develop and maintain an after school activities calendar.

Ensure TSSAA rules and regulations are followed.

Assist the Director of Schools as his designee for Disciplinary Appeals as needed.

Coordinate and supervise summer school programs

Assist with coordination and supervision of after school programs

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Administrator experience, coaching, knowledge of school activities and program administration at the secondary level required. Knowledge of TSSAA rules and regulations preferred.

District Programs and Activities Coordinator

Knowledge of Job

Considerable knowledge of the policies, procedures and activities of the school system and supervisory practices as they pertain to the performance of duties relating to the Activities Coordinator position. Capability to develop and implement long-term goals. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with supervisors, members of the general public and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, interpersonal and technical skills. Is able to use independent judgment and discretion in collaborating with others, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards and resolving problems.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for light/active work.

DATA CONCEPTION:

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

LANGUAGE ABILITY:

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to curriculum and instruction. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE:

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

NUMERICAL APTITUDE:

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE:

Requires the ability to inspect items for proper length, width and shape visually.

MOTOR COORDINATION:

Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

District Programs and Activities Coordinator

MANUAL DEXTERITY:

Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

COLOR DISCRIMINATION:

Requires the ability to differentiate colors and shades of color.

PHYSICAL COMMUNICATION:

Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date