

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ATHLETIC SITE MANAGER**

File 401

Reports to: Athletic Director

Job Objective: Helps direct the planning, delivery, assessment, and ongoing improvement of the athletic program.

- Minimum Qualifications:**
- Valid state department of education license/certificate appropriate for the position.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Keeps current with technology and other workplace innovations that support job functions.
 - Completion of pupil activity supervisor validation requirements (e.g., first aid/CPR, etc.).
 - Comprehensive knowledge of interscholastic athletic program regulations.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Helps administer the district's interscholastic athletic program. Helps ensure that all athletes receive appropriate instruction, support, and opportunities to participate. Helps administer community use of athletic facilities.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district.
- Maintains visibility. Promotes the district's mission, philosophy, and vision. Serves as a liaison to the community. Maintains open and effective communications with stakeholders.
- Monitors community demographics, resources, and emerging trends. Helps mobilize the community to maintain a strong commitment of support for the school district.
- Helps analyze data to improve school operations. Helps develop and implement the district's continuous improvement plan. Identifies and develops partnerships that enhance district services.
- Helps administer the board-approved budget for assigned areas of responsibility. Helps ensure the equitable apportionment of program resources.
- Participates in strategic planning activities to ensure that adequate financial resources and facilities are provided to achieve short/long-range objectives.
- Helps direct a maintenance program to protect and preserve program resources (e.g., buildings, grounds, equipment, etc.).
- Encourages program innovations. Pursues funding opportunities. Helps prepare grant/foundation applications. Helps implement funded proposals and complies with reporting requirements.
- Represents the district at athletic league meetings as directed.
- Helps monitor interscholastic athletic regulations. Recommends administrative procedures that facilitate compliance with directives. Participates in due process procedures as requested.
- Provides staff leadership and consensus development. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Participates in coaching staff selection and orientation processes. Verifies that all coaches are properly qualified. Review procedures and schedules with staff before the start of the season.
- Secures game officials except those contracted by the league commissioner. Hires home game personnel (e.g., security, timers, score keepers, announcers, field staff, ticket sellers/takers, etc.).
- Processes payment vouchers for game officials and athletic workers.
- Expresses high expectations and monitors staff performance (e.g., individual observations, consultations, staff meetings, etc.). Implements locally developed personnel appraisal standards.
- Helps develop a program calendar. Helps coordinate scheduling to ensure the efficient use of district facilities. Helps publicize athletic activities. Responds to requests for information.
- Helps update and distribute athletic program handbooks, game programs, and brochures.
- Helps develop and carries out a ticket sales policy. Assists with pre-game ticket sales.
- Prepares game reports and attendance records. Ensures that receipt and expense records are suitable for audits. Prepares/makes bank deposits.
- Encourages student involvement in program activities. Helps maintain medical records. Verifies scholastic eligibility. Promotes academic success as an important priority for all students.

- Ensures that equipment is appropriate for participants' physical development and skill level.
- Helps arrange student transportation for sanctioned activities. Obtains permission to be away when duties conflict with other assigned duties.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Models behavior that demonstrates respect for rules, officials, and opponents. Helps coaches deal with discipline issues. Prepares student conduct reports/discipline recommendations.
- Helps organize and participate in athletic recognition programs. Helps verify that participants have fulfilled all requirements for letters, awards, and/or certificates.
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Promotes a safe, efficient, and effective work/learning environment. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Assists with collection, verification, and recording of program information as directed.
- Helps with the accurate and timely completion of reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities. Works closely with the athletic boosters association.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Acknowledges personal responsibility for decisions and conduct.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the athletic director. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

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COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ATHLETIC TRAINER**

File 402

Reports to: Athletic Director

Job Objective: Helps students manage and take care of athletic injuries. Teaches physical enhancement skills.

- Minimum Qualifications:**
- Valid state athletic trainer license/certificate.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Completion of all pupil activity supervisor validation requirements.
 - Knowledgeable about interscholastic athletic program regulations.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides technical expertise in the evaluation and management of athletic injuries.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Oversees the ongoing maintenance of the training room and treatment areas. Inspects program equipment. Makes minor repairs and corrects unsafe conditions. Ensures that equipment is appropriate for participants' physical development and skill level.
- Works with the athletic director to evaluate program needs. Requisitions supplies and equipment. Promotes the proper use, care, and security of school property.
- Reviews procedures and schedules before the start of the season.
- Ensures that all required forms are on file and readily available (e.g., pre-participation physicals, medical authorizations, student fact sheets, etc.). Informs students about the importance of full medical disclosure (e.g., medical history, medications, injuries, treatment regimes, etc.) and procedures for assistance with an injury.
- Evaluates, treats, and monitors minor injuries (e.g., abrasions, lacerations, muscle strains, etc.). Documents the care provided and medical supplies used.
- Notifies parents/guardians and reviews treatment options when an injury occurs.
- Consults a physician when the extent of an injury is not clear. Documents all injuries that require medical attention.
- Helps with the treatment of serious injuries only under the direction of a physician.
- Reports all injuries to the head coach. Consults with coaches regarding functional ability. Assumes responsibility for determining an athlete playing status when a physician has not evaluated the student's condition.
- Maintains a status report for all injured athletes. Requires a physician's approval for an athlete to participate in practice sessions or contests following an injury requiring medical supervision.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Avoids public criticism of training/coaching methods used by other individuals. Does not demean or ridicule athletes' mistakes or performance.
- Supervises training and conditioning activities. Identifies activities best suited for each sport. Instructs coaches, trainers, and athletes in proper training techniques. Consults with athletes about sports nutrition information.
- Oversees all orthopedic taping, bracing, and therapeutic exercise activities.
- Assigns and monitors tasks performed by student aides/helpers.
- Provides guidance, communicates expectations, and shows an active interest in student progress. Promotes academic success as an important priority for all students.
- Models behavior that demonstrates respect for rules, officials, and opponents.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- Ensures that students keep locker rooms and practice areas orderly.

- Obtains permission to be away when duties conflict with other assigned duties.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Monitors innovations, evaluates activities, and recommends program improvements.
- Works closely with the athletic boosters association.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acts in accordance with the professional code of ethics.
- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

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COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **CHEERLEADING ADVISOR**

File 403

Reports to: Athletic Director

Job Objective: Uses technical expertise to coach cheerleaders.

- Minimum Qualifications:**
- Valid state department of education license/certificate appropriate for the position.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Relevant cheerleader coaching experience.
 - Completion of pupil activity supervisor validation requirements (e.g., first aid/CPR, etc.).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Works with cheerleaders to improve personal and teamwork skills. Provides guidance and encouragement to help students profit from their participation.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Reviews procedures and schedules before the start of the season. Consults with the athletic director to evaluate program needs. Promotes the proper use, care, and security of school property.
- Attends all mandatory programs (e.g., safety clinics, etc.).
- Monitors innovations, evaluates activities, and recommends program improvements.
- Coordinates the development of off-season activities (e.g., summer training, clinics, etc.).
- Helps parents and students understand program objectives. Explains student responsibilities (e.g., scholastic eligibility permission forms, medical exams, activity schedules, letters, awards, participation certificates, insurance coverage, waiver forms, etc.).
- Encourages student involvement in program activities. Verifies medical/scholastic eligibility. Promotes academic success as an important priority for all students.
- Organizes team tryouts. Maintains the integrity of the selection process.
- Organizes and supervises practice sessions. Coordinates activities with the school calendar. Gives the athletic director a copy of all student communications.
- Teaches precautions and procedures to help students prevent injuries. Ensures that equipment is appropriate for participants' physical development and skill level.
- Ensures that all required medical authorizations forms are on file and readily available. Documents all injuries that require treatment.
- Evaluates individual/team performance. Helps students develop/refine cheerleading routines.
- Upholds the student conduct code. Implements effective pupil management procedures. Models behavior that demonstrates respect for rules, officials, and opponents. Ensures that participant communications do not demean or ridicule mistakes and/or performance.
- Arranges transportation and accompanies cheerleaders to sanctioned program activities. Obtains permission to be away when duties conflict with other assigned duties.
- Facilitates participation in cheerleading competitions.
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Participates in athletic recognition programs. Verifies that participants have fulfilled all requirements for letters, awards, and/or participation certificates.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Supervises approved fund raising projects. Works with the athletic director to ensure that all financial activities are processed through the proper student activity account.
- Supervises collection, verification, and recording of program information as directed.
- Maintains accurate records and submits reports on time.
- Participates in staff meetings, conferences, and other required school activities.

- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

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COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: ASSISTANT COACH

File 404

Reports to: Head Coach

Job Objective: Uses technical expertise to coach the assigned athletic activity.

- Minimum Qualifications:**
- Valid state department of education license/certificate appropriate for the position.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Relevant coaching experience. Knowledgeable about interscholastic athletic program regulations.
 - Completion of pupil activity supervisor validation requirements (e.g., first aid/CPR, etc.).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Works with student athletes to improve personal and teamwork skills. Provides guidance and encouragement to help students profit from their participation.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Reviews procedures and schedules before the start of the season. Consults with the head coach to evaluate program needs. Promotes the proper use, care, and security of school property.
- Attends all mandatory programs (e.g., rules interpretation, safety clinics, etc.).
- Monitors innovations, evaluates activities, and recommends program improvements.
- Helps coordinate the development of off-season activities (e.g., summer training, clinics, etc.).
- Helps parents and students understand program objectives. Explains student responsibilities (e.g., scholastic eligibility permission forms, medical exams, activity schedules, letters, awards, participation certificates, insurance coverage, waiver forms, etc.).
- Encourages student involvement in program activities. Helps verify medical/scholastic eligibility. Promotes academic success as an important priority for all students.
- Helps organize team tryouts. Helps maintain the integrity of the selection process.
- Carries out the assigned practice schedule. Gives the head coach a copy of all student communications.
- Helps ensure that all athletes receive appropriate instruction, support, and opportunities to participate.
- Helps assign and track equipment issued to staff and students.
- Helps supervise the preparation of athletic fields and practice/training areas as directed.
- Teaches precautions and procedures to help students prevent injuries. Ensures that equipment is appropriate for participants' physical development and skill level.
- Helps ensure that all required medical authorizations forms are on file and readily available. Documents all injuries that require treatment.
- Helps evaluate individual/team performance. Helps develop/refine game strategies.
- Helps recruit, train, and supervise student managers, trainers, and scouts.
- Helps the athletic director secure personnel for home games when requested.
- Upholds the student conduct code. Implements effective pupil management procedures. Models behavior that demonstrates respect for rules, officials, and opponents. Ensures that participant communications do not demean or ridicule mistakes and/or performance.
- Helps arrange transportation and accompanies the team to sanctioned athletic activities. Obtains permission to be away when duties conflict with other assigned duties.
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Participates in athletic recognition programs. Helps verify that participants have fulfilled all requirements for letters, awards, and/or participation certificates.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.

- Helps supervise approved fund raising projects. Works with the head coach to ensure that all financial activities are processed through the proper student activity account.
- Assists with collection, verification, and recording of program information as directed.
- Helps maintain accurate records. Submits reports on time.
- Participates in staff meetings, conferences, and other required school activities.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

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COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: HEAD COACH

File 405

Reports to: Athletic Director

Job Objective: Uses technical expertise to coach the assigned athletic activity.
instruction

- Minimum Qualifications:**
- Valid state department of education license/certificate appropriate for the position.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Relevant coaching experience. Knowledgeable about interscholastic athletic program regulations.
 - Completion of pupil activity supervisor validation requirements (e.g., first aid/CPR, etc.).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Works with student athletes to improve personal and teamwork skills. Provides guidance and encouragement to help students profit from their participation.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Reviews procedures and schedules before the start of the season. Consults with the athletic director to evaluate program needs. Promotes the proper use, care, and security of school property.
- Attends all mandatory programs (e.g., rules interpretation, safety clinics, etc.).
- Monitors innovations, evaluates activities, and recommends program improvements.
- Coordinates the development of off-season activities (e.g., summer training, clinics, etc.).
- Helps parents and students understand program objectives. Explains student responsibilities (e.g., scholastic eligibility permission forms, medical exams, activity schedules, letters, awards, participation certificates, insurance coverage, waiver forms, etc.).
- Encourages student involvement in program activities. Verifies medical/scholastic eligibility. Promotes academic success as an important priority for all students.
- Organizes team tryouts. Maintains the integrity of the selection process.
- Organizes and supervises practice sessions. Coordinates activities with the school calendar. Gives the athletic director a copy of all student communications.
- Ensures that all athletes receive appropriate instruction, support, and opportunities to participate.
- Helps assign and track equipment issued to staff and students.
- Helps supervise the preparation of athletic fields and practice/training areas as directed.
- Teaches precautions and procedures to help students prevent injuries. Ensures that equipment is appropriate for participants' physical development and skill level.
- Ensures that all required medical authorizations forms are on file and readily available. Documents all injuries that require treatment.
- Evaluates individual/team performance. Prepares statistics. Develops/refines game strategies.
- Recruits, trains, and supervises student managers, trainers, and scouts.
- Helps the athletic director secure personnel for home games when requested.
- Upholds the student conduct code. Implements effective pupil management procedures. Models behavior that demonstrates respect for rules, officials, and opponents. Ensures that participant communications do not demean or ridicule mistakes and/or performance.
- Arranges transportation and accompanies the team to sanctioned athletic activities. Obtains permission to be away when duties conflict with other assigned duties.
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Participates in athletic recognition programs. Verifies that participants have fulfilled all requirements for letters, awards, and/or participation certificates.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.

- Supervises approved fund raising projects. Works with the athletic director to ensure that all financial activities are processed through the proper student activity account.
- Supervises collection, verification, and recording of program information as directed.
- Maintains accurate records and submits reports on time.
- Participates in staff meetings, conferences, and other required school activities.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

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COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **TICKET MANAGER**

File 406

Reports to: Athletic Director

Job Objective: Administers the district's ticket sales program for athletic events.

- Minimum Qualifications:**
- Valid state department of education license/certificate appropriate for the position.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Multitasking ability and strong diplomacy skills.
 - Bookkeeping skills and the ability to compute mathematical data accurately.
 - Meets all prerequisite qualifications to be bonded.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Develops and carries out a ticket sales policy.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Publicizes interscholastic sports events. Promotes ticket sales. Responds to requests for information.
- Administers the board-approved program budget. Requisitions ticket stock and other supplies. Approves invoices for payment.
- Distributes, conducts, and supervises the advance sale of game tickets. Ensures that all school buildings and selected community locations have tickets for pre-game sales of basketball and football contests.
- Prepares a reserved seat priority list. Sends notices to patrons with past due accounts.
- Prepares ticket accountability forms and cash boxes for distribution to ticket sellers.
- Ensures that receipt and expense records are suitable for audits. Interprets sales information. Recommends changes to enhance sales.
- Assists with crowd supervision/control at contests as directed.
- Helps secure personnel for home games (e.g., security, timers, score keepers, announcers, field staff, ticket sellers/takers, etc.).
- Processes time sheets and/or payment vouchers for assigned workers.
- Oversees the accurate completion and timely submission of, records, and inventories required by law and/or district policy.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Implements procedures to protect school property and help ensure the health, safety, and well being of students, staff, and visitors.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Works closely with the athletic boosters association.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.

- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility: Under the direction of the athletic director: plans work assignments, provides instructions, and monitors assigned staff. Assists staff as needed to promote teamwork.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.