

Elkhart Community Schools

Position Description

Position Title:	Scheduling Coordinator
Qualifications:	<i>Required:</i> Successful interpersonal relationships; Demonstrated, verifiable record of placing appropriate emphasis on good sportsmanship, academic excellence, and positive attitudes and character. Demonstrated ability to teach, enforce, advocate and model appropriate behavior, character traits, and educational values to students-athletes and community members. Ability to work well with students, staff, and community patrons. Ability to fulfill time requirements of the job. <i>Preferred:</i> Along with the above requirements demonstrated leadership, organization, and communication skills. demonstrated success as a coach at the high school level, as well as in the development of athletic programs.
Department:	High School Athletic Department
Reports to:	Athletic Director
Prepared by:	Jacqueline Rost/Brian Buckley
Approved by:	W. Douglas Thorne
Date: 6/10/2022	

SUMMARY: To provide assistance to the administration of the school district's athletic programs through the development and coordination of schedules for athletic competitions at levels within the district. The Scheduling Coordinator shall also provide support to the coordination and supervision of all aspects of the high school interscholastic athletic programs. The Scheduling Coordinator will assist the athletic department administrators in overseeing the implementation of the Secondary Athletic Guidelines and assure they are followed, as well as assure the Coaches Code of Ethics and Conduct is adhered to by all high school coaches. as well as adhering to the Board of School Trustees policies and Administrative Regulations. The Scheduling Coordinator will assist the operation of the Elkhart High School Athletic Department serve as a liaison to the Middle School Activities Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Other duties may be assigned):*

1. Inform, coordinate and support the scheduling of Athletic events at Elkhart High School.
2. Work as a liaison to the Middle School Activities Directors
3. Be the point person in preparing athletic schedules and contracts in cooperation with coaches and high school administration.
4. Schedule and arrange for all officials for inter-scholastic high school contests to be paid as directed.
5. Manage the schedule for the transportation and accommodations of all high school athletic teams.
6. Work in cooperation with school corporation personnel to assure the efficient and effective scheduling of athletic facilities. (Support in the maintenance of the Master Schedule for Athletics)
7. Assist all coaches and persons associated with the Athletic Department in providing an effective program of interscholastic activities for students.
8. Assist in the coordination of continued learning programs/seminars for athletes such as NCAA/NAIA, college eligibility, personal growth, and leadership opportunities.
9. Assist the Athletic department in the security and maintenance of events
10. Assist in checking in media at IHSAA events.
11. Assist in Coordinating athletic program planning with other Elkhart schools, the NIC/NLC, the IHSAA, and the Athletic Council.
12. Support emergency personnel with events you supervise.
13. Track required training of coaches and staff – IHSAA/NFHS.
14. Required supervision as assigned by the Athletic Directors (Evening and Weekend)
15. Perform other duties as assigned by the Athletic Directors.

Terms of Employment: 11 month position. Fringe benefits and salary per Board of School Trustees policies.

Evaluation Process: The scheduling coordinator will be evaluated annually by the Athletic Directors according to school district policy. This evaluation shall be placed in the Personnel file and reported to the Board of School Trustees.

Supervisory Responsibilities: Sporting events and athletics related assignments within the athletic program.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. *Required:* Demonstrated, verifiable record of placing appropriate emphasis on good sportsmanship, academic excellence, and positive attitudes and character. Demonstrated ability to teach, enforce, advocate and model appropriate behavior, character traits, and educational values to students-athletes and community members. Ability to work well with students, staff, and community patrons. Ability to fulfill time requirements of the job. *Preferred:* Along with the above requirements demonstrated leadership, organization, and communication skills. Demonstrated success in the development of athletic programs, as well as experience as a coach.

Education and/or Experience: Bachelor's Degree. Successful interpersonal relationships Desired: Knowledge of Spanish language; demonstrated success as a coach at the high school level.

Language Skills: Ability to read and interpret documents such as safety rules and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the district.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities: Ability to exhibit qualities of leadership and organizational skills and to and reflect a spirit of cooperation in working with staff and school administration. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and IHSA policies.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, stand, sit, run, bend or twist at the trunk, squat, stoop, kneel, reach above the head, reach forward and repeat the same motion many times. The employee must occasionally lift and/or move up to 20 pounds.

The specific vision requirements of the job include good depth perception and occasionally being able to see objects/persons at a distance. While performing the duties of the job, the employee frequently is required to hear conversation in a quiet, as well as a noisy, environment, and be able to tell where a sound is coming from. The employee must be able to communicate to the team in order to give directions.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will continuously work inside or outside depending on the sporting event. Occasionally the employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.