

LIMA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **LIMA CITY YOUTH ATHLETIC SUPERVISOR (CITY-WIDE)**

File 454

Reports to: District Athletic Director

Job Objective: Directs the planning, delivery, and ongoing improvement of the Lima City Schools Athletic programming for grade Kindergarten through 6th grades.

Minimum Qualifications:

- Planning and program management skills substantiated by training and/or work experience.
- 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 advances in technology and workplace innovations that enhance productivity.
- Valid Pupil Activity Supervisor Permit.
- Comprehensive knowledge of interscholastic athletic program regulations.
- Available to work irregular hours and/or a non-traditional year-round schedule.

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.

- Directs, administers all athletic programming. Ensures that all athletes receive appropriate instruction, support, and opportunities to participate. Provides support, guidance, and accountability to help students benefit from program participation.
- Responsible for grades Kindergarten through 6th grade athletic programs including: tennis, golf, soccer, volleyball, basketball, wrestling, baseball, softball, swimming, lacrosse and track.
- Works closely with the Lima Senior Athletic Department in developing youth training, clinics, practices and game schedules.
- Articulates a clear philosophy and shared vision of learning.
- Upholds board policies and follows administrative guidelines/procedures.
- Promotes the district's mission, philosophy, and vision.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Works with the Lima Senior Athletic Department constructing and administering a budget for each season and program, raising funds through fees, donations and sponsorships.
- Coordinates equipment and jersey distribution and return. Ensures that equipment is appropriate for participants' physical development and skill level.
- Create and keep current an inventory of all equipment and jerseys. Complies with reporting requirements.
- Reports to the Lima City Schools Athletic Board of Control.
- Establish a schedule for visiting elementary and middle school buildings (5th and 6th).
- Conduct informational meetings for parents.
- Communicate practice and game schedules with staff and administration. Review procedures and schedules with staff before the start of the season.
- Verifies that all coaches are properly qualified with background screening, CPR, Concussion and Sudden Cardiac Arrest trainings.
- Responds to requests for information.
- Encourages student involvement in program activities. Promotes academic success as an important priority for all students.
- Upholds the athletic conduct code. Maintains high expectations for behavior and performance. Emphasizes fair play. Demonstrates respect for rules, officials, and opponents. Helps coaches deal with discipline issues.
- Monitors safety concerns.
- Manages 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.

- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains a valid Pupil Activity Supervisor Permit.
- 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.

- Acknowledges personal accountability for decisions and conduct.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

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

The Lima City 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.