

PUEBLO SCHOOL DISTRICT 60
PROFESSIONAL JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title:	Athletics Coordinator
Prepared Date:	12/13/2022
Revised Date:	9/15/2023
Work Year:	220 Work Days
Department:	Athletics
Reports To:	Director of Athletics and Student Activities
Salary Range:	APT Salary Schedule
Benefits:	Fringe benefits based on Schedule C Benefits
Status:	FLSA Status: Exempt

SUMMARY OF FUNCTIONS:

The purpose of the Athletics Coordinator is to assist with the day-to-day operations of the district athletic facilities. Plan, organize, and coordinate a variety of athletic activities in order to support the mission of the District. Includes scheduling facilities and events for district athletic use; hiring, training, supervising athletic workers; managing electronic systems for ticket purchasing and concession purchases.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below 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.

REQUIRED:

- High School Diploma or equivalent

- Any combination of education, training, and/or experience equivalent to: BA Degree in Business, Education, Physical Education, Recreation, Athletics, or related field and two (2) years of athletic program experience
- Within 3 months of hire, candidate must obtain and maintain First Aid, CPR, and AED Certification
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Previous experience working in a public school setting
- Spanish speaking skills

SKILLS AND KNOWLEDGE:

- Knowledge of supervisory principles
- Knowledge of applicable Federal, State, and Local laws, rules, regulations, codes, and statutes
- Knowledge of Inventory management principles and practices
- Knowledge of District and school policies and procedures
- Knowledge and experience with office equipment, personal computers, computer software, and hardware
- Knowledge and understanding of CHSAA's rules regulations, policies, and procedures
- Ability to relate well with District staff and the public and to understand their requests and needs and to respond to such requests in a professional and timely manner
- Ability to communicate effectively with District staff and the public, both verbally and in writing, in English
- Ability to work cooperatively with others in a diverse educational community
- Ability to frequently travel among district locations
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator
- Excellent written and verbal communication skills
- Ability to prioritize, plan, organize, and execute work independently and using independent judgement
- Ability to maintain highly complex and complicated records, prepare standard reports, and ensure their confidentiality.
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to utilize interpersonal skills using tact, patience, and courtesy to maintain a professional and friendly environment.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are

not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Perform general office duties; keep an accurate and up to date filing system; operate appropriate office equipment; cordially answer telephone calls; make appointments; take messages
- Screen incoming calls and correspondence and refer to appropriate staff for action
- Respond to difficult issues, complaints, and requests exercising judgment in accordance with policies, procedures, and regulations
- Maintain confidentiality in all aspects of assignments
- Prepare, check accuracy and code all requisitions, purchase orders, travel reimbursements, check requests, and other forms and requests for approval by the administrators
- Perform all duties pertaining to committees, conferences, training sessions, workshops, and meetings
- Organize/prepare reports to the Board of Education and Pueblo School District 60
- Establish and maintain effective/professional relationships with parents, students, state and local officials, vendors, and other athletic stakeholders
- Support athletic program development
- Manage the hiring process for hourly athletic workers. Schedule workers for athletic events at district facilities including Runyon, Dutch Clark, and Event Center. Ensure personnel is present to assist with security, tickets, parking, concessions, announcers, scorekeepers, officials, etc.
- Run background checks on prospective volunteer coaches through the Colorado Bureau of Investigation (CBI) to determine if an individual is suitable to serve as a volunteer coach
- Train staff on duties and district systems including timekeeping for payroll purposes and district email.
- Meet weekly with security head to ensure schedules are correct and all games are covered including games at Dutch Clark, Runyon Field, Events Center, and individual schools
- Maintain and update Electronic ticket purchasing system. Maintain, update, and post all games, create QR codes, troubleshoot technical issues and resolve errors relating to ticket purchases
- Maintain electronic system for concession purchases by updating product lists as well as pricing as necessary; manage user ID's; run reports of sales and inventories as needed; troubleshoot issues as they arise
- Assemble, distribute, and collect supply of admission tickets, reporting forms, and monies for athletic events, including post season play, as assigned
- Process receipting documents and forward to accounting department
- Prepare, maintain, and monitor athletic change fund for athletic ticket sales
- Perform duties related to the preparation of seasonal athletic schedules, including post season and weather delayed events
- Maintain schedule for use of athletic facilities

- Schedule American Medical Response for athletic events as needed
- Attend athletic events as assigned
- Assist in monitoring and tracking event staff at District Athletic Facilities including Dutch Clark Stadium, Event Center, and Runyon Field. Resolve issues related to spectator entry or other issues with the public as they occur
- Maintain staffing information as it relates to programs, including record of officials and other workers at athletic events. Maintain knowledge of department activities and personnel roles (coaches) and responsibilities at each school
- Make arrangements for meals, lodging, and transportation for out-of-town activity and athletic events as appropriate. Be available to assist in resolving issues related to travel, p-card, or weather cancellations, sometimes outside normal working hours
- Set up and maintain budget tracking charts for athletic programs
- Support secretaries in High Schools and Middle Schools with athletic functions, questions, and concerns
- Type and prepare all forms pertaining to special events and projects for assigned program area

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Director of Athletics and Student Activities

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 6 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (6 – 9 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)			X		
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			

Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 100 lbs.			X		
Lifting Maximum weight: 75 lbs.			X		
Carrying Maximum weight: 75 lbs.			X		

WORKING CONDITIONS:

The noise level in the work environment is usually moderate, but can be extremely loud in sporting events. The work is performed in both a typical office environment and an outdoor environment with frequent interruptions and irregularities in the work schedule. Carrying of equipment and materials will be required at times.