

WARREN COUNTY SCHOOL DISTRICT  
AN EQUAL OPPORTUNITY EMPLOYMENT ORGANIZATION

**\*\*\*\*\*UNDERLINED ITEMS ARE TYPICALLY PERFORMED  
OUTSIDE OF THE SCHOOL DAY.\*\*\*\*\***

JOB TITLE: SUPERVISOR OF DISTRICT-WIDE ATHLETICS AND CO-CURRICULAR  
ACTIVITIES

Administrative/District Responsibilities:

1. Supervision of five (5) athletic coordinators
2. Supervision of athletics/co-curricular secretary
3. Develop district athletics/co-curricular budget for Board
4. Oversee individual school's athletics/co-curricular budgets
5. Oversee all co-curricular supplemental contracts and individual building budgets
6. Approve pro-rated athletic and supplemental/co-curricular contracts
7. Approve and oversee extended season pay
8. Oversee all athletic contracts for coaches and volunteer coaches including clearances, contract amounts, individual building totals
9. Oversee mileage, substitute days, conferences, and time sheets for coaches and athletic coordinators
10. Act 48 hours for coaches/co-curricular personnel
11. Oversee Student Participation Policy and number of coaches needed for a particular sport
12. Oversee all athletic purchases through standardization of equipment/first aid district wide and assist in requisition process
13. Assist in developing agenda for Personnel / Athletics and Extra-Curricular Activities Committee of the Board, co-facilitate monthly meetings
14. Develop agenda for athletic coordinators' monthly meeting
15. Prepare Board presentations for athletics/co-curricular activities and students

WARREN COUNTY SCHOOL DISTRICT  
AN EQUAL OPPORTUNITY EMPLOYMENT ORGANIZATION

16. Coordinate an orientation program for new coaches three (3) times a year. Coordinate on-going in-service programs meeting three (3) times a year for new coaches, veteran coaches, cheerleading advisors. And marching band personnel. Main topic of meetings is Special Needs (work through Special Education Department)
17. Participate in building level athletic interview teams for head coaches as per guidelines formulated by the Director of Human Resources.
18. Attend Personnel and Finance Committee meetings whenever necessary for discussions on the athletic/co-curricular budget and personnel
19. Attend and provide input and feedback from conferences, league, District Ix and District X meetings.
20. Conduct information searches and formulate reports on new of innovative programs in athletics.
21. Attend legal seminars on athletics when available and when schedule permits
22. Meetings (by telephone or in person) with principals, athletic coordinators, and coaches when need arises
23. Participate in second level grievance hearings involving athletics and co-curricular
24. Participate in second level grievance hearings involving parents
25. Develop new policies/procedures for athletics and co-curricular as need arises (work through Assistant Superintendent and District Solicitor's office)
26. Develop goals and objectives for athletics/co-curricular every two (2) years as directed by the Board of Education and the Athletics and Extra-Curricular Activities Committee
27. Develop and/or revise athletics/co-curricular forms
28. Revise Athletics/Co-Curricular handbook yearly
29. Read and evaluate end-of-season reports: scores/gates, participation, coaches' evaluations
30. Oversee maintenance of District owned and not owned facilities for athletic and marching band events; Insurance Liability Certificates and lease/license agreements for district owned and leased field three times a year
31. Work with county sports boosters organizations from concerns to donations

WARREN COUNTY SCHOOL DISTRICT  
AN EQUAL OPPORTUNITY EMPLOYMENT ORGANIZATION

32. Develop sports cooperatives between county schools and county and Christian schools when needed
33. Work with Warren Sports Boosters on items that pertain to War Memorial Field
34. Oversee compliance with HIPAA
35. Work with district department head of nurses on athletic concerns (physicals, physical forms, HIPAA)
36. Correspond with doctors county-wide regarding student athletic physicals
37. Supervise athletic trainer – yearly contract, weekly hours, and athletic events schedule; work closely with Director of Warren General Hospital Rehabilitation Services
38. Work with P.I.A.A. on athletics questions and concerns
39. Consult with Y.M.C.A. on boys'/girls' biddy basketball program
40. Oversee athletics/co-curricular overnight and out-of-state or county field trips
41. Work with Supervisor of Transportation on athletics/co-curricular trips
42. Work with Supervisor of Building and Grounds on gyms and fields
43. Work with public and parents on athletics/co-curricular concerns
44. Observe coaches in practice and game situations and provide input to building principal.
45. Attend evening and week-end athletics/co-curricular events
46. Attend sports banquets
47. Correspond with students with congratulations letters on outstanding athletic and co-curricular performances or achievements
48. Oversee the All-County Track meet; oversee All-County Musical every other year
49. Oversee district-wide A.D.M. passes
50. Additional duties as assigned by Superintendent, Assistant Superintendent, and Directors
51. Member of the Executive Council of Athletic Directors for District 10
52. Warren County School District representative in community organizations.

WARREN COUNTY SCHOOL DISTRICT  
AN EQUAL OPPORTUNITY EMPLOYMENT ORGANIZATION

53. Maintain membership in appropriate professional organizations.

54.

Title of person completing the form: Supervisor of Athletics

Date: April 7, 2004