



COORDINATOR, STUDENT ACTIVITIES

GENERAL RESPONSIBILITIES

The position is responsible for maintaining programs for student activities and competitions that promote education, personal growth, sportsmanship, leadership, and citizenship for students. The position is also responsible for collaborating with the Virginia High School League, the Beach District Principals' Association, and the Virginia Beach Middle School League to serve the youth of Virginia Beach City Public Schools.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Oversee the middle and high school student activities and athletic training programs; ensure athletic health and safety.
- Coordinate evaluation and recognition of SCA Programs.
- Manage and develop budgets for athletic programs and other extracurricular activities; oversee the ordering of athletic equipment.
- Develop, maintain, and implement extracurricular leadership activities.
- Coordinate high school and middle school competition and athletic schedules.
- Oversee the preparation, review and updating of policy, rulebooks, handbooks, and other office publications.
- Investigate athletic and academic eligibility, and parent appeals; respond as appropriate.
- Collaborate with other coordinators, directors, or central office personnel on issues and/or concerns involving the student activity and/or athletic programs.
- Review marketing and sponsorships for schools.
- Organize and supervise student leadership conferences; serve as contact for students holding leadership positions.
- Manage and supervise education programs for coaches.
- Oversee payment of support personnel and security for events.
- Organize travel for Beach District meetings and teams.
- Assist in the interpretation of the Virginia School Laws that pertain to athletics; interpret VBMSL and VHSL rules.
- Administer the Beach District and Virginia Beach Middle School League sportsmanship programs.
- Collaborate and assist with initiatives of the Virginia High School League, Eastern Region, Beach District and Virginia Beach Middle School League.
- Negotiate athletic bids, offers and contest awards; negotiate and maintain contracts with athletic officials' associations.
- Create and review graduation guidelines and logistics; assist schools in planning and managing commencement exercises.
- Order and distribute athletic tickets and awards for the Beach District and Virginia Beach Middle School League.
- Develop Student Leadership Training Workshops.
- Coordinate the Interscholastic Sportsmanship Program.
- Advise City-Wide Student Cooperative Associations.
- Pursue school participation in state and national activities.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles, practices and procedures of school board policies and regulations and school activities; Must have the ability to interpret state codes and develop policies and procedures; effectively present ideas orally and in written form, clearly and concisely; work weekends and evenings; establish and maintain effective relationships with the School Board, school officials, parents, students, staff, administration and the general public. Must have strong communications, public-speaking, interpersonal and teamwork skills.



EDUCATION AND EXPERIENCE

Required:

Bachelor's Degree.

Experience as a classroom teacher, school level administrator, and a coach/athletic trainer in a High School or Middle School.

Preferred:

Master's Degree with an endorsement in Administration and Supervision prek-12.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, reaching, and driving. Occasional standing and stooping. Ability to lift up to 20 pounds frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 6/12, 7/20
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