



POSITION DESCRIPTION

Title: Coordinator, Extracurricular Interventions

Department: Educational Services

FLSA Classification: Exempt

Bargaining Unit: None

Work Year: 203 days

Reports to: Assistant Superintendent of Educational Services

Board Approval Date: Pending

Salary Grade: Range 39 - Certificated Scheduled Management Salary Schedule

Primary Function:

The *Coordinator of Extracurricular Interventions* oversees all aspects associated with scholastic eligibility and Santa Rosa City Schools secondary co and extracurricular programs, to include clubs, physical education and interscholastic sports programs. The Coordinator facilitates planning, implementation, coordination, supervision, and evaluation of the middle and high schools physical education department and interscholastic sports extracurricular programs to ensure uniformity within the district, with the ultimate goal of creating & maintaining *scholar athletes*.

Uniquely, this Coordinator position will also implement eligibility and grad-track secondary intervention services, by liaising with students and counselors at secondary schools to increase the number of students who maintain athletic eligibility year-round with the ultimate goal of increasing school enfranchisement, graduation-track pacing and graduation rates.

Essential Job Functions include, but are not limited to the following:

Intervention component will include developing and maintaining an academic support program for student athletes to enable them to participate in extracurricular sports by maintaining a 2.0 grade point average and be on track to graduate, by

- Conferring with coaches to create and maintain rosters for each season of players on teams who are at-risk of losing eligibility, year round.
- Meeting with students to review and establish goals with assistance of school counselors
- Monitoring students on the cusp of eligibility with regular check-ins, referring to tutoring
- Seeking out resources to support students with short (graduation) and long term (post-secondary) goal-setting

PE/Athletics Component will include oversight of Physical Education & Athletics Departments, Athletic Coordinators, Athletic Trainers and related programs, to include:

- Overseeing and leading the physical education steering committee
- Oversight of all extracurricular sports teams/ programs, and possible sport addition process, including cheerleading, at the middle and high school levels.
- responsible for maintaining compliance and clearance of all staff on school sites associated with sports programs, including cheerleading
- Supervising and evaluating district athletic trainers, meeting regularly with site athletic Coordinators
- Updating and maintaining Physical Education, Athletics & NCAA websites
- Ensuring relevant staff maintain current CPR/First Aid/Concussion Training
- Evaluating athletic programs on an annual basis, recommend and implement changes to improve athletic programs including Independent Study Physical Education and Interscholastic Credit for extracurricular sports.
- Overseeing the Physical Education Exemption process, preparing items for board approval, reviewing board policy relating to physical education and extracurricular sports making recommendations of needed changes.
- Providing athletic assistance and guidance to schools in interpretation of policy and procedures as prescribed by board policy, California Interscholastic Federation, North Coast Section and the North Bay League Constitution and Bylaws.
- Closely oversees and monitors the District athletic program for Title IX and Equity in sports compliance.
- Other relevant duties and responsibilities as assigned
- Assist in the coordination of Special Olympics
- Oversight of relevant personnel, and investigations regarding scholar-athlete and or coach/misconduct and athletic injuries
- Responsible for ensuring coverage & security at athletic events, high visibility at sporting events

Education and Experience

- Minimum of Bachelor's Degree from an accredited college/university; preferably in journalism, communications, marketing, or other related field
- Administrative Services Credential
- Experience with physical education and athletics programs
- Experience developing and implementing an organization-wide communication plan

Licenses/Certifications:

- A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

General Responsibilities

- Competence in communication skills and good personal relationships with all members of the school district and community.
- Adhere to all District policies and procedures.

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

- Teaching experience
- Administrative Experience
- Experience with sports/physical education programs
- Experience designing and implementing academic interventions

(Preferred Qualifications)

- Knowledge of California Interscholastic Federation Regulations and Bylaws.

Language Skills

Ability to read a variety of correspondence, reports, forms, newsletters, schedules, manuals, journals, internet sites, etc. and prepare correspondence, reports, forms, evaluations, procedures, charts, surveys, articles, brochures, news releases, handbooks, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Communication Skills

Ability to speak before groups of people with poise, voice control and confidence; record and deliver information, explain procedures and follow oral and written instructions; speak and/or signal people to convey or exchange information; includes giving instructions, assignments of directions.

Physical Abilities

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 regularly required to sit; talk and hear; and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

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 continuously interacts with the public and staff. The noise level in the work environment is usually moderate to loud.