

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

05/15	<u>GOLF COORDINATOR</u>	1.10.3
Effective Date	Job Title	Index

1. Primary Function: Coordinate and supervise students who desire to excel in golf and provide them with the opportunity for participation. The program is funded with community funds.
2. Responsible to: Building Principal and Building Athletic Coordinator.
3. Assigned Responsibilities:
 - 3.01 Assist with organizing and supervising practice and matches as the program requires.
 - 3.02 Assists in the development of lines of communications with parents press officials, and Salem Golf Association representatives to promote the sport.
 - 3.03 Maintains a student record card that includes information about equipment and supplies.
 - 3.04 Ensures locker room adult supervision before and after practice.
 - 3.05 Assists parents with transportation scheduling.
 - 3.06 Prepares an end of the season report that will include:
 - 3.06.01 Individual records of athletes for awards.
 - 3.06.02 Records of matches.
 - 3.07 Adheres to Oregon School Activities Association rules and regulations, Greater Valley Conference constitution, and the District Interscholastic Policy Handbook.
 - 3.08 Follows specified standards, policies, and procedures of the building and District.
 - 3.09 Makes a concentrated effort to recruit athletes and promote program.
 - 3.10 In cooperation with the Athletic Director, assist in insuring the athletes meet eligibility requirements.
4. Minimum Qualifications:
 - 4.01 Athletic certification or standard teacher certification.

Additional Qualifications:

 - 4.02 Knowledge of:
 - 4.02.01 Oregon School Activities Association rules and regulations, Greater Valley Conference constitution, and the District 24J Athletic Handbook.
 - 4.02.02 Current standard first aid certification.
 - 4.02.03 Proper nutrition for an athlete.
5. Term of Employment: February 20 through May 23.
6. Salary Level: Based on extra duty differentials assigned to the sport.
7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

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Approved by: _____ Date _____
(supervisor)

Received by: _____ Date _____
(staff member)