

# Madison Local School District

## Supplemental Job Descriptions

### TERMS OF EMPLOYMENT

Salary, work year, and terms and conditions of employment to be determined by the Madison Local Board of Education in accordance with the Ohio Revised Code and the current MEA Negotiated Agreement.

### EVALUATION

Performance will be evaluated annually in accordance with the provisions of the Madison Local Board of Education policy and the current MEA Negotiated Agreement.

## JOB DESCRIPTION

**POSITION:      **ACADEMIC CHALLENGE CLUB ADVISOR****

### QUALIFICATIONS

1.      Good moral character as evidenced by the absence of any criminal convictions or unethical conduct, or rehabilitation to the satisfaction of the Board of Education.
2.      Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3.      Knowledge of the position as documented by either successful experience or completion of a college or university course in supervision of students.
4.      Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5.      Knowledge of the health- and safety-related aspects of class-sponsored activities.
6.      Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

### REPORTS TO

High School Principal

### SUPERVISES

All members of the Academic Challenge Club at Madison High School.

### JOB GOAL

To instill within Academic Challenge Club members civic and school pride and a desire both to achieve academically and to participate in and community service projects.

### ESSENTIAL PERFORMANCE RESPONSIBILITIES

1.      Create a regular schedule of Academic Challenge Club meetings and practices (at least monthly), and attend and supervise all meetings and activities.
2.      Coordinate the selection of new members and submit a list of eligible candidates to the principal for final approval.
3.      Supervise the election of Academic Challenge Club officers.
4.      Prepare students for Academic Challenge Club competition.
5.      Submit a list of activities trips and necessary paperwork to the principal for approval, and supervise students on those trips
6.      Submit all proposed fund-raising and other Academic Challenge Club activities to the principal for approval, and maintain and file required records for all financial operations of the Academic Challenge Club.
7.      Meet all other requirements which are related to and necessary for the proper functioning of the Academic Challenge Club.

Adopted: 3/21/00

JOB DESCRIPTION

POSITION:     **ACADEMIC DECATHLON ADVISOR**

QUALIFICATIONS

1.     Good moral character as evidenced by the absence of any criminal convictions or unethical conduct, or rehabilitation to the satisfaction of the Board of Education.
2.     Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3.     Knowledge of the position as documented by either successful experience or completion of a college or university course in supervision of students.
4.     Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5.     Knowledge of the health- and safety-related aspects of class-sponsored activities.
6.     Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

High School Principal

SUPERVISES

All members of the Academic Decathlon Team at Madison High School.

JOB GOAL

To instill within Academic Decathlon Team members civic and school pride and a desire both to achieve academically and to participate in and community service projects.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1.     Create a regular schedule of Academic Decathlon meetings (at least monthly), and attend and supervise all meetings and activities.
2.     Coordinate the selection of new members and submit a list of eligible candidates to the principal for final approval.
3.     Supervise the election of Academic Decathlon officers.
4.     Prepare students for Academic Decathlon competition.
5.     Submit a list of activities trips and necessary paperwork to the principal for approval, and supervise students on those trips
6.     Submit all proposed fund-raising and other Academic Decathlon activities to the principal for approval, and maintain and file required records for all financial operations of the Academic Decathlon.
7.     Meet all other requirements which are related to and necessary for the proper functioning of the Academic Decathlon

Adopted: 1/8/98

## JOB DESCRIPTION

**POSITION:** ASSISTANT ATHLETIC DIRECTOR - HIGH SCHOOL

### QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of interscholastic athletics as documented by either successful experience or completion of a college or university course in supervision of students.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing extra-curricular activities.
5. Knowledge of the health- and safety-related aspects of interscholastic athletics.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

### REPORTS TO

Athletic Director and High School Principal

### SUPERVISES

Athletic Program (Grades 9-12)

### JOB GOAL

To contribute to effective school athletic program and public relations by prompt and courteous handling of assigned responsibilities.

### ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. To assist in supervising, staging and managing all home interscholastic athletic contests, including assistance with crowd control as needed.
2. To cooperate with the Athletic Director, attend all assigned athletic functions and serve as the High School Principal's designee at all events when faculty representation is required by the OHSAA or assigned by the Athletic Director.
3. To assist Athletic Director in setting up change and ticket accounting for paid admissions at each assigned home contest.
4. To work cooperatively with the Athletic Director, head coaches and school district administration in the effective and efficient operation of the interscholastic athletics programs.

5. To assist the Athletic Director in securing personnel (e.g., clock workers, officials, scorers and chain crews) for home events.
6. To help establish a list of officials to be called in cases of emergency.
7. To assist the Athletic Director in preparing contest schedules, bus schedules and budgets for athletic department expenditures.
8. To assist in the supervision of the Memorial Complex for ninth grade basketball games.
9. To help the Athletic Director with inventory duties related to the disbursement and retrieval of equipment issued for each sport.

Adopted: 7/24/90

Revised: 9/15/98

## JOB DESCRIPTION

**POSITION:** ASSISTANT ATHLETIC DIRECTOR - MIDDLE SCHOOL

### **QUALIFICATIONS**

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of interscholastic athletics as documented by either successful experience or completion of a college or university course in supervision of students.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing extra-curricular activities.
5. Knowledge of the health- and safety-related aspects of interscholastic athletics.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

### **REPORTS TO**

Middle School Principal and Athletic Director

### **SUPERVISES**

Athletic Program (Middle School Grades), including coaching staff and athletic programs

### **JOB GOAL**

To contribute to effective middle school athletic program and public relations by prompt and courteous handling of assigned responsibilities.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

1. To maintain a detailed inventory of athletic equipment and supplies.
2. To distribute to, and receive from, the head coach all athletic equipment for issue and/or storage.
3. To stage, supervise and manage of all home middle school interscholastic contests.
4. To cooperate with the Middle School Principal and Athletic Director, attend all assigned athletic functions and serve as the Middle School Principal's designee at all events when faculty representation is required by the OHSAA or assigned by the Athletic Director; provided, however, that home athletic contest responsibilities will take precedence.

5. To attend all scheduled athletic conference and Lake County Middle School athletic meetings, and report to the Middle School Principal and coaches and the Athletic Director on the nature of business transacted at those meetings.
6. To set up change and ticket accounting for paid admissions at each home contest.
7. To secure personnel (e.g., clock workers, scorers and chain crews) for all home events.
8. To maintain a list of officials in each sport, as provided by the Athletic Director, for use as replacements or substitutes in cases of emergencies.
9. To assist the Athletic Director in preparing and administering the budget for all athletic expenditures.
10. To distribute schedules for athletic contests and: [A] coordinate them with the Athletic Director; [B] confirm them (e.g., dates and times of contests, facilities location, locker room assignments, etc.) with opponents; and [C] verify bus schedules for all away contests, including events held at the high school.
11. To give input to evaluations of middle school coaches and assistant coaches at the direction of the Middle School Principal.
12. To help the head coaches at high school create and execute a total program philosophy for their sport for students in grades 7-12, in accordance with the policies of the Board of Education and the OHSAA.
13. To cooperate with the Athletic Director, Middle School Principal, head coaches and school district administration in the effective and efficient operation of the interscholastic athletics programs.

Adopted: 9/15/98

## JOB DESCRIPTION

**POSITION:**                   **ATHLETIC DIRECTOR**

### **QUALIFICATIONS**

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the sports as documented by either successful experience or completion of a college or university course in supervision of students.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing extra-curricular activities.
5. Knowledge of the health- and safety-related aspects of the sports.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

### **REPORTS TO**

High School Principal

### **SUPERVISES**

Assistant Athletic Director, Head Coaches, Assistant Coaches, and Cheerleading Advisor(s).

### **JOB GOAL**

To coordinate, guide, and direct the athletic events of the Madison Local School District in a positive and efficient manner within the parameters of the established policies of the Madison Board of Education, the rules and regulations of the OHSAA and the NEC.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

1. Coordinate all competitive sports, grades 7-12, as approved by formal resolution of the Madison Board of Education.
2. Within framework of administrative policies, secure game officials, prepare all contracts and schedule game and/or activities for interscholastic athletics, make arrangements for crowd control, and supervise other matters pertinent to efficient management of the interschool program.
3. Establish, with the supervision of the Assistant Athletic Director, the procedure to be followed for inventory of all equipment and material.



4. Prepare, with the assistance of the coaching staff and Assistant Athletic Director and review by the Athletic Council, the annual budget. Present the budget to the high school principal and through him/her to the Superintendent prior to the close of each school year. (The annual budget will be presented to the Board for their approval at the regular July meeting.)
5. Prepare, with the assistance of the coaching staff, Assistant Athletic Director, and building principal(s), a primary and secondary priority list of equipment and materials for presentation to the Boosters' Club.
6. Within the framework of the budget and utilizing Board approved procedures, purchase necessary materials and equipment.
7. Authorize payment after determining that equipment and materials have been received in good condition.
8. Assist the building Principal in the supervision and evaluation of all coaches.
9. Approve all clinic and workshop attendance for coaches and submit to building principal.
10. Serve with the high school principal to promote positive public relations between the school district and the various booster groups and the general public.
11. Attend athletic functions involving participants of the Madison Schools unless by agreement the Assistant Athletic Director, principal, assistant principal, or designee of the principal is present at the activity.
12. Coordinate publicity with all coaches and the Athletic Council.
13. Coordinate and supervise preparation for all athletic awards and recognition programs.
14. Inspect and administer corrections of unsafe practices or conditions in all school buildings and premises and makes recommendations for continued improvement of athletic plant and program.
15. Meet regularly with all coaches during the season to determine that coaches understand the following.
  - A..The OHSAA rules and regulations governing Madison Schools' athletic program.
  - B..Rules and regulations have been presented to students involved in respective sports; and
  - C..Parents of athletes have met with coach at least once to review rules and regulations.
16. Supervise and provide forms to athletic participants for physical examinations and parental consent signatures in accordance with OHSAA rules and ascertains that coaches have necessary forms with them on away games.
17. Supervise preparation of facilities for athletic events including ambulance and doctor at home games when such is in the best interest of our students. This is a requirement at all home football games.
18. Arrange all transportation of athletic teams. Guidelines shall be established by the office of the Assistant Superintendent.
19. Maintain such files of records and contracts as required for auditing and accountability of program.

Adopted: 7/24/90

## **JOB DESCRIPTION**

**POSITION:**     **ATHLETIC WEIGHT ROOM SUPERVISOR**

### **QUALIFICATIONS**

1.     Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2.     Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3.     Knowledge of weight lifting as documented by either successful experience or completion of a college or university course in the sport.
4.     Knowledge of applicable Board of Education policy and administrative rules and regulations governing coaching.
5.     Knowledge of the health- and safety-related aspects of weight training.
6.     Established, positive working relations with colleagues and students.
7.     Current C.P.R. and sports medicine certification.

### **REPORTS TO**

Building principal or designee

### **MONITORS**

Students using the weight room

### **JOB GOAL**

To assist in improving the physical development of student athletes and other students through proper weight lifting techniques.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

1.     Monitors the weight room facility continually to assure a safe environment for student participants, and immediately reports unsafe conditions or equipment to the athletic director.
2.     Instructs students in the proper and safe use of weight training equipment.
3.     Monitors weight training programs while student athletes are in the weight room.
4.     Exercises due care in protecting students, school materials, and facilities.
5.     Assumes responsibility for student discipline and provides the principal with timely and appropriate information about student behavior.
6.     Remains present in weight room when students or athletes are using the facility.
7.     Abides by this job description's elements, all Board of Education policies, rules and regulations, the Negotiated Agreement, reasonable administrative directives, and all provisions of law.

## **OTHER PERFORMANCE RESPONSIBILITIES**

1. Begins and ends assigned monitoring duties on time, and makes effective use of time.
2. Maintains an appropriate professional demeanor which does not detract from instructional effectiveness.
3. Assists the administration in maintaining a safe, purposeful and orderly climate.
4. Demonstrates flexibility in adapting to change in routines, schedules or plans.
5. Completes other assignments in compliance with the prescribed performance criteria.

Adopted: 2/15/00

## JOB DESCRIPTION

**POSITION:** ASSISTANT COACH

### **QUALIFICATIONS**

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the sport as documented by either successful experience or completion of a college or university course in the sport.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing coaching.
5. Knowledge of the health- and safety-related aspects of the sport.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.
7. Current C.P.R. and sports medicine certification.

### **REPORTS TO**

Head Coach, Athletic Director and Building Principal

### **SUPERVISES**

Student Athletes

### **JOB GOALS**

1. To develop those student athletes in his/her charge to their maximum potential as athletes and citizens.
2. To willingly and enthusiastically carry out those responsibilities assigned by the head coach.
3. To be a positive and contributing member of the coaching staff and community.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

#### **GENERAL DUTIES**

The assistant coach of each sport will be responsible for those specific duties as assigned by the head coach

## **SPECIFIC DUTIES**

1. To attend all staff meetings called by the head coach
2. To assume the responsibilities of the head coach in the event of his/her absence, if requested.
3. To plan and hold a pre-season meeting with parents and athletes in order to share expectations, obtain informed consent for participation and to review other concerns.
4. To keep the emergency medical forms at hand at all times while coaching.
5. To cooperate with and uphold, all policies adopted by the Board of Education, the Athletic Department and the head coach.
6. To work within the guidelines established by the head coach both in-season and off-season.
7. To be loyal to the head coach and all other coaches.
8. To build and maintain a positive relationship with coaches in other sports.
9. To work cooperatively with the administration and faculty of his/her building to create an atmosphere of harmony between the academic and athletic communities.
10. To exemplify good citizenship and behavior and demand it of all the students/athletes with whom he/she associates.
11. To make certain he/she properly supervises those students and areas assigned by the head coach.
12. To be responsible for taking part in off-season programs as assigned by the head coach.
13. To take an active part in the functioning of his/her individual sport's program and show initiative when planning for and carrying out his/her duties.
14. To take an active part in local coaches associations and all other appropriate organizations.
15. To maintain up to date C.P.R. and sports medicine certification.
16. To strive to stay abreast of all current philosophies, theories and techniques relative to his/her sport.
17. Attend and supervise all contests and practices.
18. Accompany and supervise team participants while being transported to athletic contests and practices.

Adopted: 7/24/90

Revised: 3/16/93

3/15/94

## JOB DESCRIPTION

**POSITION:** ASSISTANT INSTRUMENTAL MUSIC DIRECTOR

### **QUALIFICATIONS**

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the activity as documented by either successful experience or completion of a college or university course in student supervision.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of student activities.
6. .Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

### **REPORTS TO**

Music Director

### **SUPERVISES**

Marching Band and Symphonic Band members

### **JOB GOAL**

To assist the Music Director with all public music performances presented by the Marching Band and Symphonic Band.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

1. Provide input to the Music Director and aid in the selection of members to the various performing bands, including marching band.
2. Assist the Music Director in coordinating the annual summer marching band camp.
3. Serve on the Music Course of Study revision/rewrite committee.
4. Accompanies and supervises Marching and Symphonic Band members while being transported to scheduled contests and practices.

Adopted: 9/25/90

Revised: 3/15/94