



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Middle School Athletics Facilitator

Reports to: Director of Athletics
Department: Athletics and Activities
Compensation: BL6
Overtime Status: Exempt
Date Job Revised: January 14, 2008

Position Summary: Oversee all aspects of the middle school athletic program including middle school cheerleading. Must schedule all middle school athletic activities and coordinate usage of facilities. Must assist with all district Physical Education activities as needed. Position involves a variety of tasks and extracurricular events.

Qualifications/Job Requirements:

Education:

- Masters Degree

Specialized Knowledge, Licenses, etc:

- Oklahoma Teaching Certificate

Experience:

- Must have a minimum of 5 years athletic coaching experience

Specific Training/Skills:

- Must have excellent organizational skills.
- Must be able to communicate with a broad range of people.
- Must be able to deal with a variety of tasks simultaneously.

Physical Requirements (If Applicable):

- Physical activity required when setting up for and conducting large events and activities.

Other:

- Must have a positive attitude and a customer service commitment.

Customer Contacts (Internal and External): Administrators, middle school principals, site athletic directors, coaches, media, parents, sponsors, and members of the community.

Duties and Responsibilities:

- Work with site athletic directors to ensure quality programs
- Schedule all middle school athletic events in coordination with the high school athletic schedules
- Coordinate the athletic physicals for all TPS students
- Secure officials for all middle school events
- Coordinate the Middle School All-City Football, basketball and volleyball events, as well as all middle school playoff events
- Coordinate middle school cheerleading tryouts
- Monitor middle school compliance with all OSSAA rules and regulations
- Assist the PE department with various events
- Coordinate the Zarrow Run entries
- Assist the Director of Athletics with large district-wide special events
- Any other task as deemed necessary by the Director of Athletics