

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Extra Curricular Sponsor

Reports to: Principal

Job Class Code: varies

Work Schedule: per salary table

Pay Scale: per salary schedule

Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Coaches individual participants in the skills necessary for excellent achievement in the sport/activity involved.
- Plans and schedules a regular program of practice in season.
- Works closely with the athletic director/principal in scheduling intramural and interscholastic contests.
- Recommends purchase of equipment, supplies, and uniforms, as appropriate.
- Maintains necessary attendance forms, insurance records, and similar paperwork.
- Oversees the safety conditions of the facility or area in which assigned sport/activity is conducted at all times that students are present.
- Establishes performance criteria for eligibility in interscholastic competition in his sport/activity.
- Enforces discipline and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual students.

MINIMUM QUALIFICATIONS

Education: GED or High School Diploma

Certification/Licensure: N/A

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.

CUMBERLAND COUNTY
PANTHERS