



JOB TITLE	DEPARTMENT	REPORTS TO
Middle School Area Intramural Coordinator	School Based	County Athletic Director

Position No: N/A	Length of Work Year: Seasonal
Salary Schedule: Supplement Schedule	Date Approved: 9/23/14
FSLA: Exempt	Date Revised:

JOB GOAL
To administer the total intramural program of the district and recommend athletic policies and procedures.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's degree or higher. 2. Valid Florida teacher's certificate. 3. Demonstrated successful accomplishments in development and administration of Intramural Programs. 4. Participation in professional organizations and coaching clinics. 5. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Conduct the program in accordance with School Board Policy. 2. To assist in the supervision and monitoring of the intramural programs. 3. To assist in the identification and evaluation of coaches for intramural sports. 4. To assume responsibility for maintaining inventory of intramural participation cards. 5. To direct the promotion of and sale of tickets at Middle School Intramural Tournaments. 6. To prepare and process receipts and deposits of athletic funds with the school business office in accordance with established district procedures. 7. To assume responsibility for arranging for or supervising intramural tournaments. 8. To perform assigned tasks in a timely and efficient manner. 9. To perform assigned tasks with a high standard of quality. 10. To perform other duties as assigned by supervisor.

PHYSICAL DEMAND CLASS:
Heavy (H) - Frequent lifting and carrying of objects weighing 25-50 pounds. Infrequent lifting and carrying of objects weighing 51-100 pounds. Continuous standing and/or walking is required to carry out duties. Occasional walking at a fast pace and/or running may be required.