

CHEERLEADER ADVISOR

MINIMUM QUALIFICATIONS:

- ♦ Must have knowledge of the technical aspects of the sport and must be willing to examine new theories and procedures;
- ♦ Must hold a valid First Aid and CPR card; and
- ♦ Must have experience working with middle or high school age children.

PREFERRED QUALIFICATIONS:

- ♦ Valid Oregon teaching certificate is desired;
- ♦ Employment as a staff member in School District #1 is desired;
- ♦ The ability to organize and supervise;
- ♦ Previous coaching experience in the assigned sport is desired; and
- ♦ Demonstrated ability to work as part of a team.

REPORTS TO:

- ♦ High School Administrator

JOB GOAL:

- ♦ Instruct athletes in the individual and team fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success.

PERFORMANCE RESPONSIBILITIES:

- ♦ Has a thorough knowledge of all the athletic policies approved by the Board of Education and is responsible for its implementation;
- ♦ Has knowledge of the existing state and league regulations; implements same consistently;
- ♦ Understand the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance;
- ♦ Maintains discipline and works to increase morale and cooperation within the school sports program;
- ♦ Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees;
- ♦ Accepts documentation to fulfill state and school district requirements concerning physical examination, parental consent and eligibility, and forwards these documents to the Athletic Director;
- ♦ Provides proper safeguards for protection of equipment and uniforms;
- ♦ Advises the Athletic Director and recommends policy, method or procedural changes;
- ♦ Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant;
- ♦ Gives constant attention to student athlete's grades and conduct;
- ♦ By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant;
- ♦ Initiates programs and policies concerning injuries, medical attention and emergencies;
- ♦ Completes paperwork on all serious athletic injuries on proper forms and submits to athletic office within 24 hours;
- ♦ Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary. Contacts parents when a student is dropped or becomes ineligible;
- ♦ Assists athletes in their college or advanced educational selection;
- ♦ Participates in the budgeting function with the Athletic Director by establishing requirements for the next season. Recommends equipment guidelines as to type, style, color or technical specifications. Operates within budget appropriations;
- ♦ Is accountable for all equipment and collects the cost of any equipment lost or not returned. Arranges of issuing, storing and reconditioning of equipment and submits annual inventory and current records;
- ♦ Properly marks and identifies all equipment before issuing or storing;

PERFORMANCE RESPONSIBILITIES (con't)

- ♦ Monitors equipment rooms, coaches' office and locker rooms, and authorizes who may enter, issue or requisition equipment;
- ♦ Permits the athletes to only be in authorized areas of the building at the appropriate times and makes sure that no athletes are left unsupervised before, during and after activities;
- ♦ Examines locker rooms before and after practices and games, checking on general cleanliness of the facility;
- ♦ Secures all doors, lights, windows, locks, and the alarm system before leaving building if custodians are not on duty; and
- ♦ Instills in each player a respect for equipment and school property, and its care and proper use.

I have received a copy of this job description.

Signature

Date