



PINELLAS PREPARATORY ACADEMY, INC.
Job Description
Performing Arts and Athletics Community Outreach Coordinator

Job Title:	Performing Arts and Athletics Community Outreach Coordinator -Referendum Funded
Department:	Faculty
Reports To:	Director of Business Operations
FLSA Status:	Exempt
Prepared By:	Human Resources
Prepared Date:	12/3/2020
Work Location:	Pinellas Preparatory Academy, Inc.
Hours:	Vary based on events in the gymnasium

Essential Duties and Responsibilities:

Performing Arts and Athletics Community Outreach Coordinator is responsible for the following but not limited to:

- Coordinating all performing arts events held on the stage
- Liaise with vendors, exhibitors, and stakeholders during the event planning process to ensure everything is in order
- Managing all event set-up, tear down, and follow-up procedures
- Developing plans, policies/procedures, and controls as related to goals and objectives and strategic planning for the center
- Along with the Director of Business Operations, develops and administers the center's budget
- Maintains the calendar
- Coordinating the athletic program
- Initiates the recruitment and selection of coaches and makes employment recommendations
- Supervises and evaluates all assigned coaches
- Schedules all athletic contests, issues contracts for contests, and maintains the proper and necessary records

- Ensures officials are scheduled and contract are issued for all contests. Maintains an active file of officials under contract and pays officials following the contract
- Supervises the preparation and verifies all athletic eligibility lists
- Arranges for personnel to supervise contests as needed
- Attends at a minimum 40% of the contests
- Supervises athletic funds, prepares and administers a detailed operating budget for the athletic program and submits it to the Director of Business Operations
- Orders all equipment and maintains a current inventory of all athletic equipment
- Advises and ensures all coaches conform with Board, OHSAA, league policies and regulations and with state and federal laws
- Attends league and district meetings
- Ensures all coaches have successfully completed required in-service programs and certifications
- Supervises and is responsible of preparation for home contests
- Coordinating with the Facilities Director on regular maintenance and repairs
- Managing and directing cleaning and security during all events and activities (this does not include school day events)
- Preparing and carrying out emergency protocols and procedures
- Maintaining a safe environment for building occupants and visitors
- Conducting regular building inspections and preparing reports
- Developing a climate and culture of openness, fairness, mutual respect, support, and inquiry
- Preparing an environment that is orderly and meets the needs of the students and faculty
- Creating an environment that demonstrates rapport with and respect and kindness
- Responsible for the safety of the children left in his/her charge until released to a responsible adult. No child should ever be left unsupervised either inside or outside of the classroom
- Ensuring that the physical environment adheres to all health and safety regulations as required by Pinellas Preparatory Academy, Inc., Pinellas County, and the State of Florida
- Listening and interacting effectively with supervisors, students, parents, colleagues, and community members, respecting diverse perspectives
- Responsible for communicating an understanding of the school's program, developing positive relationships within the school community, and protecting the privacy and confidentiality of each student and family in the school community, always adhering to FERPA
- Responding to parent concerns promptly (within 48 hours)
- Responding to faculty and staff concerns promptly (within 24 hours)
- Communicating regularly with staff about the state of PPA's Gymnasium
- Assisting in the development of and participating in school functions, including but not limited to Open Houses and Parent Education Nights
- Maintaining confidentiality and professionalism in all communication with students, parents, faculty and staff, and supervisor(s)
- Demonstrating respect for students, colleagues, administrators, and parents

- Working effectively with administrators, colleagues, parents, and the community to support students', faculty, and staff's learning and well-being
- Modeling and reinforcing self-discipline and responsibility
- Participate in a regular evaluation process, feedback conferences, and an annual self-evaluation toward the team member's goals and conjunction with the Principal.
- Participating in collegial activities designed to make the entire school a productive learning environment (for example –meetings, curriculum discussion groups, working committees, mentoring, etc.)
- Reporting for school and duties on time
- Attending all scheduled meetings and professional days as designated by supervisor
- Dressing professionally at all times: jeans are appropriate with a PPA athletic polo; shorts are not permitted; flip flops may not be worn at any time; hair color must be a natural color- extreme colors are unacceptable; shirts must cover your entire shoulder and must not be low cut (for additional information see the employee handbook).
- Responsible for the safety and supervision of students by assisting at car line, lunch, recess, and other times as designated by Principal

Qualifications:

- Bachelor's Degree in a related field
- Three to five years of related experience in education, coaching, or administration
- Strong leadership and management skills
- Understanding fundraising and promotional events
- Experience with developing and managing a budget
- Ability to handle scrutiny from parents and the public
- Exceptional project management and execution skills
- Ability to work independently and within a team
- Effective verbal and written communication skills
- Strong interpersonal skills
- Adherence to the highest level of professionalism by demonstrating honesty, integrity, and maturity

Physical Demands:

The physical demands described here represent those that must be met by a team member to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the team member is regularly required to talk or hear. The team member is frequently required to sit. The team member is regularly required to stand, walk, and use hands to finger, handle, or feel. The team member must frequently lift and move up to 20 pounds. This job's specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here represent those a team member encounters

while performing this job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.

Competency:

To perform the job successfully, an individual must demonstrate the following competencies:

- Analytical – Collects and researches data; uses intuition and experience to complement data.
- Design – Generates creative solutions.
- Problem Solving – Identifies and resolves problems promptly; gathers and analyzes information skillfully; develops alternative solutions; Works well in group problem-solving situations; uses reason when dealing with emotional topics.
- Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interruptions; keeps emotions under control.
- Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; demonstrates group presentation skills; Participates in meetings.
- Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; Able to read and interpret written information.
- Teamwork – Balances team and individual responsibilities; gives and welcomes feedback; contributes to positive team spirit; building morale and group commitments to meet goals and objectives.
- Visionary Leadership – Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; Provides vision and inspiration to students, colleagues, and others.
- Leadership – Exhibits confidence in self and others; inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others.
- Classroom Management – Creates a positive classroom environment that sets expectations of students, conveys expectations to students, and holds students accountable for learning and behavior that encourages growth.
- Judgment – Exhibits sound and accurate judgment and makes timely decisions.
- Motivation – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles.
- Professionalism – Tactfully approaches others; reacts well under pressure; Treats others with respect and consideration regardless of their status or position.
- Dependability – Takes responsibility for own actions.
- Initiative - Volunteers readily.

