



# Iberville Parish School Board

P. Edward Cancienne, Jr., Ph.D  
*Superintendent  
Secretary/Treasurer*

Melvin Lodge  
*President*

Glyna Kelley  
*Vice-President*

January 16, 2009

**CIRCULAR: 19**

**PAGE: 19**

## **NOTICE OF VACANCY (AS OF ABOVE DATE)**

Applications are being accepted for the following position:

### **DISTRICT ATHLETIC COORDINATOR IBERVILLE PARISH SCHOOL BOARD**

Anyone interested in being considered for the above position should submit an application or resume' to:

Janet Marionneaux, Executive Director  
Personnel, Curriculum & Instruction  
Iberville Parish School Board  
P.O. Box 151  
58030 Plaquemine Street  
Plaquemine, LA 70764

**APPROVED BY: Dr. P. Edward Cancienne, Superintendent**

**QUALIFICATIONS: SEE ATTACHMENT**

**DATE OF EMPLOYMENT: February 10, 2009**

**DEADLINE FOR ACCEPTING APPLICATIONS: January 30, 2009**

It is the policy of the Iberville Parish School Board to provide equal opportunities without regard to race, color, national origin, sex, age, disabling condition, or veteran status in its educational programs and activities. This includes, **but is not limited to** admissions, educational services, financial aid and employment.

**Iberville Parish Public School System  
Job Description**

**TITLE:** District Athletic Coordinator

**QUALIFICATIONS:** Teaching Certificate and Successful high school athletic director/coach for at least 5 years

**REPORTS TO:** Supervisor of Athletics and Home-Based Principal

**JOB GOAL:** To perform within the framework of the vision of the district and school and provide effective services to students that will result in high levels of student academic, physical and social achievement

**DISTRICT ATHLETIC COORDINATOR RESPONSIBILITIES:**

<b>1. Maintains current knowledge of contents of Iberville Parish Athletic Handbook and Coaching Contracts and is able to implement accordingly</b>
<b>2. Annually surveys and evaluates status of district athletic facilities and reports findings and recommendations to Athletic Supervisor</b>
<b>3. Assists with the oversight of district compliance with all LHSAA rules:</b> <ul style="list-style-type: none"> <li>• Reports and Paperwork</li> <li>• Eligibility</li> <li>• Sportsmanship</li> <li>• Cecp Program (non-faculty coaches)</li> <li>• Athletics and instructional time</li> <li>• Practices</li> <li>• Scholastic requirements of students</li> <li>• Tutorial sessions for students in need</li> <li>• Athletic Insurance for students in all athletic sports</li> <li>• Contest security</li> </ul>
<b>4. Investigates all LHSAA rules violations and reports finding to Supervisor/Superintendent</b>
<b>5. Monitors drug testing program for athletes and reports discrepancies of district policy to Supervisor/Superintendent</b>
<b>6. Participates in LHSAA workshops/rule clinics and disseminates information to all district coaches in a accurate, punctual manner</b>
<b>7. Makes recommendations for all coaching assignments</b>
<b>8. Reviews duty schedules for coaches at athletic functions</b>
<b>9. Assists with supervising maintenance of equipment, providing oversight activities for all athletic fields and gym and recommending district purchases for all sports</b>
<b>10. Assists with the coordination of transportation of all out of parish games</b>
<b>11. Issues and houses all athletic forms</b>
<b>12. Conducts periodic (minimum annually) documented Coaches' Meetings to review rules and eligibility</b>
<b>13. Assists with overseeing physical examinations for all athletes</b>
<b>14. Coordinates Jr. High athletic program</b>
<b>15. Assists with establishing district athletic budgeting matters</b>
<b>16. Represents the district in any sportsmanship hearings</b>
<b>17. Assists in the evaluation of coaches'/athletic directors' performance</b>
<b>18. Ensures that athletes have been systematically prepared for the athletic activity in terms of health and safety</b>
<b>19. Communicates effectively in a professional and timely manner with Superintendent, Supervisor, principals, coaches, students and parents</b>
<b>20. Creates and maintains good public relations and solicits publicity and support for athletic programs</b>
<b>21. Assumes assigned coaching duties at Plaquemine High School</b>
<b>22. Plans and implements athletic partnerships with the community to address juvenile needs and interests</b>

**23. Coordinates with Iberville Parks and Recreation a joint venture in the use of parish recreation and school board facilities**

**24. Communicates regularly to the district and community about athletic programs**

**TEACHING PERFORMANCE RESPONSIBILITIES (at home-based school):**

**1. Plans effectively for instruction:**

- Uses data and district curriculum to drive instruction
- Objectives are clear, concise and specify learner outcomes
- Includes activities that develop objectives and addresses individual differences
- Identifies materials needed for lesson
- States method of evaluation that is consistent with iLEAP/LEAP/GEE and/or End of Course Exam
- Lessons reflect appropriate rigor and relevance

**2. Plans consistently and effectively with Special Education teachers, Reading Coaches or Department Heads (if applicable):**

- Evidence of regular planning and communication between all instructional entities

**3. Uses mandated state and locally adopted curriculum (LCC and District Curriculum) and adheres to Board approved curriculum management system:**

- Content is consistent with pacing in the District Curriculum

**4. Delivers instruction effectively:**

- Techniques and strategies develop lesson objectives
- Uses grouping in a classroom to meet individual student needs
- Lesson sequence promotes learning
- Uses a variety of teaching materials to achieve lesson objectives
- Adjusts lesson when appropriate

**5. Presents appropriate content:**

- Content is consistent with the District Curriculum Plan and the LCC
- Content is rigorous and relevant enough to prepare students for state testing
- Presents accurate content
- Answers questions correctly and/or directs students to appropriate research

**6. Provides opportunities for student involvement in the learning process:**

- Accommodates individual differences
- Communicates effectively with students
- Stimulates and encourages higher order thinking
- Encourages student participation

**7. Assesses students' progress:**

- Formative and summative assessments are used to plan, create and carryout group and individualized instruction
- Reteaches and retests content that is not mastered
- Uses effective assessment techniques other than formal testing
- Assessment tools and questioning techniques reflect rigor and format of state testing
- Monitors ongoing performance
- Provides feedback to students regarding progress

**8. Is able to produce assessments used throughout the school year and explain when and how the documents are used to measure student growth**

**9. Maintains an environment conducive to learning:**

- Organizes classroom and materials to facilitate learning
- Promotes a positive learning climate

**10. Maximizes the amount of time available for teaching:**

- Actively engaged in the teaching process throughout the entire class period
- Manages and adjusts time effectively

**11. Manages learner behavior to provide learning opportunities:**

- Establishes expectations for learner behavior
- Uses monitoring techniques

<ul style="list-style-type: none"> <li>• Manages student behaviors in the classroom so that time is focused on instruction.</li> </ul>
<b>12. Carries out accommodations to Special Education and 504 students as outlined in IEP's or 504 plans</b>
<b>13. Takes all necessary precautions to protect students, equipment, materials and facilities</b>
<b>14. Maintains accurate, complete , mandatory records as required by law, district policy, administrative regulation or directive</b>
<b>15. Executes all policies and procedures of the Iberville Parish School Board (district and school vision; practices and procedures outlined in the district and school handbooks; and oral and written directives of the superintendent, his designee and school principal)</b>
<b>16. Fulfills Professional Growth Plan as designated by evaluatee and evaluator</b>
<b>17. Adheres to all Professional Expectations as adopted by the Board and outlined on the <i>Blue Card</i></b>
<b>18. Carries out applicable parts of the Master Plan as described and mandated by the school principal, Superintendent or his designee</b>
<b>19. Maintains positive public relations</b> <ul style="list-style-type: none"> <li>• Keeps general public aware of student or school activities and goals</li> <li>• Display concern for interests of the community through support of school and district programs and projects</li> <li>• Maintains confidentiality of student information</li> </ul>
<b>20. Is on the job and is punctual for all assigned duties except in cases of personal emergency, personal leave, sickness or as released for school-related business by the superintendent or designee</b>
<b>21. Carries out any other duties as requested or assigned by the principal, superintendent or his designee</b>

Assignment Period: 12 months

Pay Scale: Based on index of 1.4 of teaching salary

To be evaluated in accordance with [Guidelines for Personnel Evaluation](#)

Signature of Teacher/Athletic Director: \_\_\_\_\_ Date\_\_\_\_\_

Signature of Athletic Supervisor: \_\_\_\_\_ Date:\_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date:\_\_\_\_\_