

Letter of Agreement  
between  
the  
Clinton Community Schools  
And Clinton Education Association

2017-18 School Year  
Agreement expires June 30, 2018

The Clinton Community Schools recognizes that the current bargained agreement between the CEA and CCS is bargained through the 2018 school year however, we are respectfully requesting to add to the position of JV/Varsity Games Coordinator to Appendix II Extra work Pay Schedule. The compensation is 50.00 per game. Weekend tournament coverage would be compensated at \$100.00 per game if coverage is needed.

**JV/V Games Coordinator**

**GENERAL RESPONSIBILITIES**

Responsible for overseeing Junior Varsity and Varsity home athletic events. Provide support to the High School Athletic Director to facilitate and coordinate athletic activities to ensure a well-rounded program is offered.

**ESSENTIAL TASKS** (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist Athletic Director in staffing and manage the operation of all home activities and events. Staffing includes: support personnel, security, game officials and custodial support.
- Assist Athletic Director in providing/copying programs for each home event.
- Establish and maintain crowd control procedures for all events to ensure proper enjoyment and safety of all spectators and participants.
- Submit paperwork for athletic events including: payment of support personnel, police, and officials, gate receipts, ticket inventory and control sheets.
- Coordinate ground services for field preparations.
- Serve as a manager when the Athletic Director is unavailable for district, region and state interscholastic activities and championships.
- Maintain visual presence with students, faculty/staff, parents and community.
- Coordinate logistical aspects of planned events by school administration.
- Facilitate master athletic event calendar for high school athletic events.
- Assist with parent concerns before, during and after the game. If the concerns are not resolved, the Athletic Director will be next in the Chain of Command.

- Will assist/ work with Middle School Games Manager, Middle School Principal, High School Athletic Director and High School Principal if need arises when agreed by both parties. If need arises, the JV/V Games Coordinator can cover middle school events and will be compensated.
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Ability to serve as a liaison at various high school athletic events with the community, parents, school system administrators, media; ability to multitask while coordinating several activities simultaneously; must possess strong leadership characteristics and skills.

**EXPERIENCE**

Experience as a coach and/or advisor.

**PHYSICAL REQUIREMENTS**

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift up to 50 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks

*Joyce h Collins*  
For the Association

Aug 3, 2017  
Date

\_\_\_\_\_  
For the Association

\_\_\_\_\_  
Date

*Jan [Signature]*  
For the District

8/3/2017  
Date

\_\_\_\_\_  
For the District

\_\_\_\_\_  
Date