

**CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS SCHOOL DISTRICT  
Department of Athletics**

**JOB DESCRIPTION – FACULTY MANAGER**

**General Criteria**

The following general criteria will be used but not limited by in selecting a faculty manager:

- Demonstrate, encourage and promote good sportsmanship amongst teams, coaches, opponents, officials and fans.
- Create an atmosphere that is safe for all participants.
- Adhere to all Ohio High School Athletic Association (OHSAA), Lake Erie League (LEL) and Cleveland Heights – University Heights School District rules and guidelines.
- Utilize effective and appropriate communication skills with students, parents, alumni and the general community.
- Ensure adequate and appropriate supervision in all locker room situations.
- Maintain an open line of communication with the athletic trainer and team doctor.
- Assist in coordinating end of season awards and attend all banquets.
- Communicate any and all concerns, issues or problems immediately to the athletic director.

**Specific Duties**

- Serve as the site director when overlapping events prevent the Athletic Director from being present.
- Set up and break down venues for all home contests.
- Oversee and coordinate all ticket sales for home events.
- Report all statistics and final scores to required media outlets.
- Meet and sign in all officials.
- Coordinate event management staff for all home contests.
- Meet and direct all media personnel for home contests.
- Greet visiting teams and escort to their respective locker rooms.
- Assist in any and all promotional events taking place during a contest.
- All other duties as assigned by the athletic director.

**Qualifications**

- Bachelor's degree in education from an accredited college or university preferred
- Appropriate State of Ohio teaching certification/license preferred
- Appropriate student activity certificate
- First-aid certification
- CPR certification
- Alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to recognize and treat minor athletic injuries
- Knowledge of the specific sport
- Prior supervision of specific sporting program, budget, inventory and transportation preferred
- Basic skills in equipment repair and maintenance as applicable
- Skills in public speaking

**Equipment Operated:**

- Telephone
- Computer/printer
- Motor vehicle
- Calculator
- Television
- VCR
- Camcorder
- Stopwatch
- Scoreboard

**Additional Working Conditions:**

- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Occasional travel
- Occasional weekend/evening work
- Occasionally lift, carry, push and pull various items up to a maximum of 50 pounds
- Frequent requirement to sit, stand, walk, talk, hear, see (including color vision), read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop

*The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.*