

**Shell Knob School District
Shell Knob, Missouri**

Job Title: Athletic Scheduling Director

Qualifications: School Employee

Reports to: Principal/Coaches

Job Goal: Organization and scheduling of all extracurricular athletics for the district.

Performance Responsibilities:

- 1.) The director assumes the responsibility for the organization and scheduling of all interscholastic athletic programs. This includes assisting in arranging for gatekeepers, officials and record keepers.
- 2.) The director contracts with game officials for each athletic event.
- 3.) The director performs such other duties and assumes such other responsibilities as the principal may assign.
- 4.) Beginning in the 1998-1999 school year the director is to possess the ability to use his/her assigned computer and the following software programs:
 - a.) District selected gradebook
 - b.) District selected e-mail
 - c.) District selected word processing
 - d.) District selected operating system
 - e.) District selected on-line reference