



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Athletics and Career Center Coordinator**
Job Family: **Professional**
Prepared/Revised Date: **March 30, 2026**

FLSA Status: **Exempt**
Pay Range: **A/P Schedule, Grade V**
Job Code: **50920**
Days: **208**

SUMMARY: Responsible for coordinating athletics, activities, academic scheduling, concurrent enrollment, and post-secondary planning. Coordinate complex systems, data, finances, and partnerships while facilitating communication among staff, students, families, and external organizations to advance school operations and student outcomes.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Provide comprehensive administrative leadership and operational support for the Assistant Principal/Athletics-Activities Director and key school initiatives, exercising independent judgment to manage workflows, prioritize competing demands, and ensure effective communication across departments, programs, and external partners.
2. Serve as a central liaison among athletics/activities leadership, parents, students, booster organizations, staff, coaches, officials, assigners, media, District personnel, CHSAA, custodial services, and community partners to facilitate seamless program operations and professional relationships.
3. Oversee athletics, activities, and student participation data management, including verifying accuracy, entering and maintaining records, monitoring eligibility, and generating reports related to grades, attendance, rosters, participation documentation, free and reduced lunch status, and student holds.
4. Maintain responsibility for eligibility compliance for all extracurricular athletics and activities, including tracking and reporting weekly and quarterly eligibility, maintaining CHSAA documentation, and ensuring timely and accurate reporting to internal and external stakeholders.
5. Manage financial operations for athletics and activities, including monitoring program budgets, collecting and depositing funds, processing restricted checks, maintaining financial records, managing petty cash, issuing refunds as appropriate, and generating financial reports in alignment with District procedures.
6. Coordinate and oversee facility and building use operations, including maintenance of the gym/building rental calendar, communication with internal and external users, and coordination with District services to ensure appropriate heating, cooling, lighting, and custodial support.
7. Recruit, hire, schedule, and coordinate game workers, ensuring appropriate staffing, communication, and compliance with District and athletic requirements.



8. Maintain and update school communication platforms, including the school information line and athletic web page, ensuring accurate, timely, and professional dissemination of information to families, students, staff, and the community.
9. Plan and coordinate end-of-season athletic recognition events and awards, including athletic banquets; ordering, processing, and printing CHSAA, Front Range League Conference, and team awards; and managing certificates, pins, and related materials.
10. Provide professional support to the school office team, including project coordination, emergency preparedness activities (e.g., fire drills), basic student health support (first aid and medication administration), and logistical coordination such as employee travel arrangements.
11. Serve as a key partner in academic scheduling and instructional planning, working collaboratively with the principal to develop the school master schedule in Synergy and supporting compliance with instructional minutes requirements through preparation of the configuration packet.
12. Collaborate with school counselors and department leaders to coordinate the course request process, gather and synthesize staffing and enrollment data, and provide analytical support to inform master schedule development.
13. Work collaboratively with the principal to develop and finalize instructional assignments for teaching staff, ensuring alignment with scheduling priorities, staffing needs, and instructional requirements.
14. Serve as the school's Concurrent Enrollment Coordinator, overseeing processes to ensure compliance with district and collegiate requirements.
15. Support concurrent enrollment teachers and students by coordinating credentials, documentation, and processes to ensure accurate credit awarding and regulatory compliance.
16. Maintain and manage relationships with collegiate partners, serving as the primary point of contact to support partnerships, reporting, and ongoing compliance with concurrent enrollment agreements.
17. Provide oversight and guidance for the Career Center, instructing students, parents, and staff on the use of college, career, and scholarship resources and supporting post-secondary planning initiatives.
18. Assist students with college and scholarship application processes, including maintaining scholarship accounts and supporting application completion.
19. Maintain and curate career, employment, technical college, scholarship, and military resource materials, ensuring current, accurate, and accessible information for students and families.
20. Act as a liaison between students, families, educators, and college admissions representatives, supporting communication and coordination around postsecondary opportunities.
21. Serve on school and district teams, attend faculty meetings, and contribute to continuous improvement efforts related to operations, scheduling, athletics, activities, and student support services.
22. Perform other professional duties as assigned in support of school operations and student success.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in related field required
- More than two years and up to and including three years of relevant experience
- Equivalent combination of education and experience acceptable



LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Teacher and/or principal license preferred
- Valid US driver’s license
- CPR and First Aid certifications
- Must meet District driver insurability requirements

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong oral and written communication skills
- English language skills
- Strong interpersonal relations skills
- Mathematical and bookkeeping skills
- Organizational, problem-solving, and collaboration skills
- Bilingual oral and written communication skills may be required or preferred
- Ability to learn and operate District computer systems
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction
- Ability to participate and work in a team environment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, peripherals, and media equipment
- Operating knowledge of and experience with office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	School Administration	
Direct reports:	This job has no direct supervisory responsibilities.	



STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy				X
Coordinate				X
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	