

**Martensdale-St. Marys Community School District**

**Job Title:** Student Manager

**Reports to:** Head Coach and Activities Director

**Date Revised:** 4 August 2014

**Basic Function:** Assist Head Coach in building and sustaining a successful program within the confines and appropriate roles of a student.

**Essential Functions:**

1. Attend all practices and contests as required by the Head Coach.
2. Maintain necessary attendance forms, statistics, and similar paperwork as directed by Head Coach and within reason for a student.
3. Complete necessary training and certifications as directed by District or appropriate athletic unions.
4. Other duties as assigned that comport with the functions of a student manager.

**Limitations**

1. Student managers may not pose as a Head Coach, Assistant Coach, or other role that would be inappropriate, unethical, or illegal.
2. Student managers may not have access to nor be put into positions to use confidential student information (i.e. academic grades, social security numbers, etc.).
3. Student managers should report any questionable behavior to the Activities Director and/or Building Principal.

**Specifications/Qualifications:**

- Maintain minimum standards of academic eligibility
- Demonstrate strong organizational and time management skills

**Physical Requirements:**

- Must be able to lift 50 lbs.

**Working Conditions:**

- Prolonged periods of standing; possible exposure to inclement weather (depending on sport/activity)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

**Signature of Student Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Head Coach:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Activities Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_