

**ZANESVILLE CITY SCHOOLS DISTRICT  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>FACULTY MANAGER</b>	<b>REPORTS TO:</b>	<b>Athletic Director</b>
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The faculty manager must be a positive person. He/she must be willing and able to work long hours. He/she must have imagination, foresight and the ability to mold the uncoordinated and undisciplined into a strong, self-functioning unit that will persevere. His/her conduct and character must be above reproach, as his/her daily association has an immeasurable influence on the youth of the community. The faculty manager in the Zanesville City School system must have a commitment to excellence in his/her work with the youth of our community. His/her responsibility and position, although awesome in scope, might just be one of the most rewarding and fulfilling of any, as the qualities he instills will live on forever.

**REQUIRED SKILLS AND ABILITIES**

- **Communication Skills:** Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing.
- **Leadership Ability:** Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them.
- **Mathematics Skills:** Must have the ability to work with basic mathematical and computational concepts.
- **Reasoning Ability:** Must be able to define problems, collect data, establish facts, and draw valid conclusions.
- **Technology Skills:** Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email.

**PERSONAL QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aide and ensure the safety of all.
- Is able to accept constructive criticism/feedback.
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community.
- Is conscientious and assumes responsibility for one's own work performance.
- Anticipates problems and unforeseen events and deals with them in an appropriate manner.
- Demonstrates an ability to make proper decisions when required.
- Demonstrates loyalty to the administrative team.
- Possesses high moral character and a good attendance record.
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation.
- Participates in appropriate professional organizations and their activities.
- Maintains a calm attitude and sense of control at all times.
- Maintains a high level of ethical behavior and confidentiality of information.
- Possesses the ability to be flexible and adaptable to changing situations.

**JOB GOAL**

- To instruct athletes in the fundamental skills, strategies, and physical conditioning necessary for them to realize a degree of individual and team success. The success of the athletic programs has a strong influence on the community's image of the entire school system.

The Zanesville City School District is an Equal Opportunity Employer, Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

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Revised:

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**WORK ENVIRONMENT/CHARACTERISTICS AND CONDITIONS**

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday.
- Occasional exposure to blood, bodily fluids and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly children/adults.
- Many situations that require hand motions, e.g., computer keyboard typing, writing.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop.
- Consistent requirements to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds.

**DUTIES AND RESPONSIBILITIES**

1. To be responsible for the purchasing, distribution and sale of tickets for all athletic contests.
2. To inform the various media of all ticket sales.
3. To requisition and issue vouchers and checks for payment to all officials, security, ticket sellers and other personnel hired at athletic events.
4. Deposit gate receipts for all contests.
5. To keep records of all expenditures and financial records for all athletic activities.
6. To requisition pay-out vouchers for all expenditures pertaining to athletes.
7. To recruit ticket sellers, ticket takers and other personnel as needed or as requested by the Athletic Director.
8. To be responsible to Athletic Director in coordinating ticket distribution and sales.
9. To arrange for all promotional activity.
10. To conduct the annual season ticket sale in the appropriate sports (football, basketball).
11. To organize a competent staff in conjunction with the Athletic Director to handle admission at home contest.
12. To conduct advanced ticket sales for games to be played at host schools.
13. To disburse all monies as ordered or approved by the Athletic Director.
14. To provide, after consultation with the Athletic Director, appropriate and sufficient professional security personnel (the Zanesville Police Department) at all athletic contests when security is deemed necessary.
15. In conjunction with the Athletic Director provide the middle school athletic programs with:
  - a. Tickets, publicity information, collection of monies from sale of ZHS tickets.
  - b. Personnel for ticket sales and security at all middle school home football games.
  - c. Collect monies and keep records for income and expense resulting in the operation of the annual middle school basketball tournament. Provide a final report for the principals and Athletic Director.
16. Set up gym/stadium and sound system for games played at those sites.

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### DUTIES AND RESPONSIBILITIES – CONTINUED

17. Supervise or assist in supervision during all home athletic contests played at the high school facility.
18. To work directly with the parking personnel for all home athletic contests when they are hired for an event.

TERMS OF EMPLOYMENT	Seasonal
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