

JOB DESCRIPTION

TITLE:	Game Manager
QUALIFICATIONS:	Employed as a professional in Jefferson County School-based professional WV certified as teacher or administrator
RESPONSIBLE TO:	Principal; Athletic Director and/or Assistant Athletic Director
RESPONSIBILITIES AND PERFORMANCE STANDARDS:	Supervision at various school events as assigned by the principal/athletic director or assistant athletic director. Serve as principal's designee with authority to supervise and maintain order.
DUTIES:	Open and close event. Provide liaison between event participants and Jefferson County Schools. Assist with event security at home events. File appropriate reports as needed. Communicate with principal and athletic director in a timely manner before and after event.