

The Track Clerk of the Course is responsible for organizing athletes for each running event at the track and field meets for the Kyrene Athletic Program.

Chain of Command

The Track Clerk of the Course person works under the direction of the site and district athletic directors and reports to the building principal.

Competencies of the Track Clerk of the Course

- Strong written and verbal communications skills
- Strong organizational and time management skills
- Strong analytical and problem solving skills
- Demonstrate responsibility and reliability
- Knowledge of Track and Field

Essential Duties of the Track Clerk of the Course

- Attend and work each event under the site Athletic Director's supervision.
- Responsible for organizing athletes for each race during the track meet.
- Respectful to all staff and spectators for all meets.

Minimum Qualifications

High School Diploma or GED is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Valid Arizona fingerprint clearance card required.

Date Revised

1.12.2021