

**SUPPLEMENT PERFORMANCE RESPONSIBILITIES**

**TITLE:** Intramural Instructor (High School)

**QUALIFICATIONS:**

- Required: Valid Florida Athletic Coaching or Educator’s Certificate
- Recommended: Certificate in Physical Education  
Some Coaching Experience

**REPORTS TO:** Physical Education Department Chairperson and Principal

**SUPERVISES:** N/A

**JOB GOAL:** To plan, organize, coordinate and supervise programs in intramurals.

**PERFORMANCE RESPONSIBILITIES:**

- The intramural instructor’s first responsibility is the welfare and safety of all students who are participating in intramurals.
- The instructor will develop a positive public relations program in the school for intramural program.
- The instructor shall be familiar with all aspects of the activities included in the intramural program.
  - Intramural activities may be planned in response to the needs of students at the school as determined by the principal and the physical education department chairperson.
  - Intramurals may be conducted two, three or four days a week for approximately one and one-half hours per day.
  - A minimum of twelve students must be enrolled in each activity.
  - Assume responsibility for checking all aspects of the grounds and building each day and remove hazardous objects from the playing area.
  - Supervise locker rooms before and after each activity.
  - Submit a list of activities and schedules to the principal, department chair and district athletic director before a request for an intramural supplement is made.

**TERMS OF EMPLOYMENT:** Annual Appointment by Principal

**EVALUATION:** By Department Chair and Principal

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal)

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(PRINT – Employee’s Name)

Reviewed and agreed to by: \_\_\_\_\_ Emp. ID #: \_\_\_\_\_  
(Employee’s Signature)

**IRS REGULATIONS REQUIRE A WITHHOLDING RATE OF 28%  
ON ALL SUPPLEMENTAL PAY AS OF JANUARY 1, 1994.**