PE Waiver Coordinator Duties

1. Schedule an information session for all interested students to meet with the coordinator. Advisory periods should be considered. Get approval for meeting days and times from the school principal.
2. The information session shall be scheduled within the first week of the school year and each sports season.
3. At the information session, review the application packet thoroughly. Cover all details to help the students succeed. Be clear and explicit with deadlines.
4. Provide a webpage that outlines the important information including deadlines.
5. Set up "Waiver Class" on Remind or another group messaging application to push reminders to students.
6. Utilize Google spread sheet to track students. Share spread sheet with administration and counselors.
7. Counselors will input student waivers related to special circumstances such as medical or religious reasons.
8. Forms shall be made available in the counseling office and the PE department. Counseling office staff will provide packets to students and direct them to contact the Waiver Coordinator in their building.
9. Follow up with all students who have applied for the wavier process throughout the season.
10. Clearly communicate due dates as they come near. This will require emails or group messaging. Do not depend on morning school announcements.
11. Contact community coaches. Request the necessary practice and game schedules. Also, ensure the coaches understand their role in the process. The students must follow up with coaches but informing coaches of this is important.
12. Meet with the school principal periodically to update them on each student's progress.
13. At the end of the season, meet with the school principal to advise them on which students met the waiver requirements.
14. After principal approves student waivers, notify the counselors so that graduation records can be updated.
15. Submit time sheets to Robert Polk monthly. Clearly indicate the tasks performed for the hours submitted.