

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION ADDENDUM**

**Job Title:** Stadium Supervisor

**Wage/Hour Status:** Exempt

**Reports to:** Principal

**Pay Grade:** Stipend

**Dept./School:** Assigned Campus and Level

**Date Revised:** 08/28/2020

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**Major Responsibilities and Duties:**

**Administration and Facilities Management**

1. Supervise stadium custodian and field house custodian-including creation of duties list, daily schedule and periodic inspections.
2. Coordinate game day parking lots/VIP parking with operations staff/student group.
3. Direct visiting buses to correct parking locations.
4. Perform periodic inspections for needed work orders for maintenance, moving items, signage etc.
5. Serve as administrator/district liaison when stadium is used as rental.
6. Evaluate and modify stadium rules for visitors each year.
7. Serve as onsite contact person/time sheet signer for police at stadium events requiring it.
8. Coordinate activities with Video Technology teacher including scoreboard use/repair.
9. Coordinate stadium improvements with Director of Operations & Construction Manager.
10. Has regular in person attendance and complies with notification procedures for absences.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Work with frequent interruptions. Occasional districtwide travel; occasional prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.