

Scheduler Responsibilities

- Pray for coaches, students, school staff, and A2R leadership
- Recruit coaches throughout the year
- Communicate directly with the Head Coach/Assistant Head Coach

- **Responsibilities**
 - Prepare the initial schedule.
 - Manage the schedule with the Head Coach.
 - Send emails to coaches regarding student assignments and changes (copy the Head Coach/Assistant Head Coach and Captain/Co-Captains).
 - Scheduler will receive updated information for new students and students who have withdrawn from Head Coach.
 - Coordinate coach availability with the school's desired coaching schedule.
 - Update the schedule as changes occur (in the student and coach population, as well as when the school requests changes).
 - Add a coach to the schedule **ONLY AFTER** the Shelby County School Board has given approval.
 - Enter and report all testing data.

