

TITLE: INTERMEDIATE SCHOOL ATHLETIC COORDINATOR

REPORTS TO: Athletic Director/Principal

QUALIFICATIONS: 1. Valid teaching certificate
2. Experience in athletics

SUPERVISES: Extra-Curricular Programs

JOB GOAL: To provide students an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport and the principals of fair play.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Athletic Director/principal in organizing and administering the overall program of extracurricular athletics, both intramural and inter-scholastic.
2. Provides input in the selection and assignment of athletic coaches.
3. Fosters good school – community relations by keeping the community aware of and responsive to the athletic program.
4. Assumes responsibility for the organization and scheduling of all athletic events.
5. Hires officials as required and assumes general responsibility for the proper supervision of home games.
6. Arranges transportation for athletic contest participants.
7. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
8. Establishes the physical and academic requirements of eligibility for participation in each sport and verifies each athlete's eligibility.
9. Prepares and administers the athletic program budget.
10. Requisitions, in cooperation with appropriate staff members, supplies, equipment, and uniforms for athletic programs.
11. Supervises the cleaning, storage, and care of athletic equipment.
12. Arranges all details of visiting teams' needs.
13. Arranges the practice schedules for the coaches on the fields and in the gymnasium.
14. Coordinates for the physical examination of all athletes prior to the beginning of the season.
15. Helps to administer the insurance program covering school athletics in cooperation with the Business Office.
16. Collects and keeps records of the results of all athletic contests from the coaches.
17. Directs an in-school, extracurricular program designed to foster support for the athletic teams and school spirit among non-participants.
18. Performs other duties as delegated by the Athletic Director/Principal
19. Recommends to the Athletic Director/Principal the direction and thrust of the athletic program and the desired balance between inter-scholastic and intramural athletics.
20. Reviews the intramural and interscholastic programs annually to determine recommendations for the continuation or termination of any programs.

TERMS OF

EMPLOYMENT: Salary negotiated by the Wall Township Education Association (stipend position)

EVALUATION:

APPROVED: August 3, 2004