

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

- TITLE:** High School Athletic Site Coordinator
- REPORTS TO:** Building Principal/Assistant Principal/Athletic Director
- JOB GOAL:** To conduct non-supervisory functions of the high school athletic department as directed by the Assistant Principal/Athletic Director and building principal.
- QUALIFICATIONS:** Teacher in the building
Experience as a coach
Understanding of the functions of a high school athletic program
Demonstrated leadership in athletics
Required criminal background check and proof of US citizenship or legal resident alien status.

PERFORMANCE RESPONSIBILITIES

Under the direction of the Assistant Principal/Athletic Director and the building principal the athletic coordinator will:

1. Check facilities for safety and play-ability and report findings to the Assistant Principal/Athletic Director and building principal.
2. Maintain equipment and uniform inventory and supply information to the Assistant Principal/Athletic Director and the building principal.
3. Along with the Assistant Principal/Athletic Director and building principal create and maintain practice schedules in full compliance with Title IX mandates.
4. Monitor arrival and departure of all buses and report any problems to the Assistant Principal/Athletic Director and the building principal.
5. Serve as the liaison between coaches and administration regarding student injuries, student discipline, and any problems or concerns that arise.
6. Oversee home athletic events, working with the Assistant Principal/Athletic Director, school administration and chaperones when needed to maximize event coverage.
7. Provide assistance in the training of all crowd control chaperones.
8. Meet daily with the Assistant Principal/Athletic Director and building administrators to review game and practice schedules, event coverage, transportation, officials and any other topics deemed necessary.
9. Facilitate payment of officials for home contests, completing necessary paperwork.

High School Athletic Site Coordinator (continued)

10. Work two weeks in the summer on a schedule mutually agreed upon with administration to facilitate the inventory and distribution of supplies and equipment for the upcoming school year and to meet with the Assistant Principal/Athletic Director and the building principal to plan for the year ahead.
11. Performs other responsibilities as may from time to time be required.

Approved: 5/2/01

Approved: 5/12/09

Revised: 9/24/09

JD/Athletics