

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Middle School Building Coordinator of Athletics

REPORTS TO: School Principal

SUPERVISES: All coaches and advisors related to athletics

QUALIFICATIONS: Teacher in the building
Experience as a coach
Understanding of the functions of a middle school athletic program
Demonstrated leadership in athletics
Required criminal background check and proof of US citizenship or legal resident alien status.

JOB GOAL: To provide each enrolled student of secondary school age 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 principles of fair play.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and administers the overall program of extra curricular athletics on the middle school level.
2. Provides leadership in the selection and assignment of athletic coaches and staff members.
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 interscholastic athletic events.
5. Hires officials, and home game personnel, as required. Assumes general responsibility for the supervision of home games.
6. Arranges transportation for athletic contest participants.
7. Develops and places into operation rules and regulations governing the conduct of staff, students and spectators of athletic activities.
8. Prepares the athletic program budget.
9. Requisitions program supplies and equipment.

Middle School Building Coordinator of Athletics (continued)

10. Supervises all fiscal events of the athletic program.
11. Arranges all details of visiting teams' needs.
12. Arranges field and gym practice schedules.
13. Keeps records of the results of all school athletic contests, and maintains a record file of all award winners, stating the date and type of award.
14. Assists in the planning of recognition programs for school athletes.
15. Represents the school in all local, conference and state meetings where approved by the principal.
16. Performs any such other duties as assigned.

3/93

Approved: 5/12/09

Revised: 9/24/09

JD/School Building Personnel