

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

- TITLE:** Middle School Coordinator of Athletics
- REPORTS TO:** Coordinating Principal of Athletics/K-12 Health & Physical Education
- 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 assists with the overall program of extra-curricular athletics on the middle school level.
2. Provides input 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. Assists in organization and scheduling of all interscholastic athletic events.
5. Confirms officials, and home game personnel, as required. Assumes general responsibility for the supervision of home games.
6. Confirms transportation for athletic contest participants.
7. Upholds rules and regulations governing the conduct of staff, students and spectators of athletic activities.
8. Assists with the management of Requisitions, program supplies, and equipment.
9. Arranges all details of visiting teams' needs.
10. Assists in the planning of recognition programs for school athletes.
11. Represents the school in all local, conference and state meetings where approved by the principal.
12. Performs any such other duties as assigned.

Approved: 5/12/09

Revised: 9/24/09

Revised: 9/11/14