

**RIVER VALE BOARD OF EDUCATION
RIVER VALE, NEW JERSEY**

JOB DESCRIPTION

TITLE: MIDDLE SCHOOL ATHLETIC COORDINATOR

GENERAL DESCRIPTION: The Middle School Athletic Coordinator provides leadership in planning, implementation, coordination, supervision, and evaluation of interscholastic athletic programs for the middle school. The Middle School Athletic Coordinator promotes extracurricular athletic activity that fosters skill development, understanding of sports, and appreciation for a variety of athletic activities and programs, teaming, and sportsmanship for students and adults.

QUALIFICATIONS:

1. Bachelor's Degree from an accredited institution
2. Experience as an athletic director or head coach
3. N.J. Teaching certification
4. First aid and CPR certification or eligibility for certification

KNOWLEDGE: Requires knowledge in Middle School athletics, NJ Department of Education rules, and School District Policy.

SKILLS: Requires demonstration of strong leadership skills to promote and support student activities as well as staff needs, problem solving skills to support student success, service-related people skills, verbal and written communication skills, organizational skills to balance demands of a multi-tasking position, and technology skills.

ABILITIES: Requires excellent attention to detail and follow through to meet interscholastic athletic responsibilities.

REPORTS TO: Principal

Specific Duties and Responsibilities:

RULES & REGULATIONS

1. Follow all rules and regulations of the regional middle school league, including preparing student lists, submitting schedules, dues, and other documents as required.
2. Follow all school rules and regulations and school board policy.

3. Communicate and enforce that all middle school athletes will be supervised at all times.
4. Work with principal in resolving problems of discipline concerning athletes.
5. Hours subject to responsibilities of position and may require evening and weekend duty

ATHLETIC ADMINISTRATION

1. Prepare reports as required by the administration.
2. Work with the principal to improve the middle school athletic program.
3. Report and document all athletic injuries.
4. Verify that all participants have a physical examination, proper permission forms, and insurance verifications per school board policy.
5. Check student eligibility per school rules and regulations and school board policy.
6. Plan and attend recognition programs for school athletes.
7. Assist with the monthly athletic calendar in conjunction with the principal.
8. Volunteer to be on committees whenever possible.
9. Supervise on-site athletic activities and perform athletic-related administrative duties.
10. Communicate and coordinate middle school needs for district facilities and fields in a timely manner to the Director of Building & Grounds.

SUPPLIES, EQUIPMENT & UNIFORMS

1. Keep an updated inventory of all athletic equipment and uniforms.
2. Keep supplies, equipment, and uniforms in satisfactory condition, and order all new and replacement supplies, equipment, and uniforms when necessary.
3. Inspect all athletic areas for cleanliness and the proper storage of all athletic supplies, equipment, and uniforms.
4. Provide each coach with equipment, team medical supplies, and uniforms prior to the season and insures that each coach returns all equipment, unused supplies, and uniforms using a checklist.

EVENTS

1. Schedule the use of all athletic facilities and fields for middle school athletic games and practices following school procedure.
2. Coordinate with the Building & Grounds Director to see that all playing surfaces are properly conditioned for all home games.
3. Arrange for officials for all interscholastic events and make arrangements for payment of officials.
4. Be present, arrange for a school representative, or be on call for all home games, and assign a coach to assume responsibility at all away games.
5. Arrange for employees for all home games including timekeepers, scorekeepers, and custodians if applicable.
6. Communicate and document medical and emergency procedures and arrange for the availability of medical supplies at all home contests.

7. Assume responsibility for cancellation of games as circumstances require to protect athletic participants and district resources and rescheduling in the event of cancellation.

TRANSPORTATION

1. Arrange and confirm bus or other transportation for athletic participants.
2. Verify that all participants have proper permission forms for alternative transportation if requested.
3. Communicate the athletic transportation policy to all coaches responsible for away game transportation.

COMMUNICATION

1. Conduct athlete, parent and coaches meetings as needed.
2. Represent the school and district at middle school regional meetings and events.
3. Communicate issues with school facilities and fields to the Building & Grounds Director.
4. Work with coaches to make sure that all student athletes and parents know the rules and regulations.
5. Develop, review, and revise the athletic handbook and any athletic agreements that each athlete, parent, and coach must abide by, with recommendations from administration and coaches, and subject to school district approval.
6. Promote and model good sportsmanship and maintain an active program that welcomes competing teams, guests, and game officials.
7. Provide orientation and in-service programs for coaches.

TERMS OF EMPLOYMENT:

Work year and salary to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

BOARD APPROVED:

July 18, 2016