

COORDINATOR, ATHLETICS

GENERAL RESPONSIBILITIES

Responsible for handling issues in athletics and activities from high schools and middle schools, editing office publications, assisting with athletic bids, assisting in the development of athletic and activity budget, and coordinating the sportsmanship program.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Compose and edit memos or update publications.
- Organize travel for office or teams.
- Discuss concerns or issues with other coordinators, directors, or central office personnel.
- Supervise activities or conferences.
- Review policy, handbooks, or rulebooks.
- Investigate athletic and academic eligibility.
- Develop budget proposals for new school athletic programs.
- Assist in payroll for support personnel and security for events.
- Create and review graduation guidelines and logistics.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles, practices and procedures of school activities; ability to communicate ideas clearly and concisely, orally and in writing; ability to establish and maintain effective relationships with students, parents, staff and administration.

EDUCATION AND EXPERIENCE

Bachelor's Degree and a teaching certificate. Experience as a classroom teacher and as a coach/athletic trainer in a High School or Middle School.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 6/00
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