

Litchfield School District - SAU 27

Revised 1/23/06

POSITION TITLE: MIDDLE SCHOOL ATHLETIC COORDINATOR	
Job Description Approved By: <i>Litchfield School Board</i>	Date: 2/8/06
General Purpose:	To provide coordination of middle school interscholastic programs. To ensure safety for students and minimize liability to the district.
Reports to:	Middle School Principal
Supervises:	Supervision of middle school athletic program and coaching staff.

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

Administrative

- Works with Middle School Principal to ensure administrative supervision at all Middle School athletic contests. Responsible for administrating all middle school interscholastic policies and procedures included within the framework of the rules and by-laws of the NHIAA and the Litchfield School Board.
- Responsible for securing all information for payment of officials.
- Evaluates Middle School coaches in conjunction with the Middle School Principal.
- Assists the Middle School Principal in developing the Middle School athletic budget.
- Ensures students meet academic eligibility standards for athletic participation.
- Assists the Middle School Principal in student discipline matters relating to athletic participation.

Scheduling

- Advises the Principal of Middle School coaches' concerns about schedules and League matters.
- Works with the Principal on all athletic assemblies.

Coordinator

- Coordinates Middle School athletics.
- Provides coaches with training rules and other regulations unique to Middle School sports.
- Provides to the Middle School Principal (from each coach) a list of students who have completed a sport season along with their award status.
- Maintains an inventory of all middle school athletic equipment and provides for its storage. Provides for the cleaning, repairing and storing of all middle school athletic equipment and maintains a perpetual inventory of all equipment. Assesses the middle school equipment for purposes of budget development.
- Secures summaries from coaches for submission to local papers and other media.
- Coordinates middle school athletic transportation with the High School Athletic Director.
- Coordinates town recreational use of school athletic facilities.
- Communicates with the district groundskeeper on maintenance of athletic fields.

Liason/Representative

- Responsible for communicating information from the Middle School Principal to the Middle School Coaches and staff.

Performs other tasks and assume other responsibilities as assigned by the Middle School Principal.

Evaluation: Evaluation will be based on ability and effectiveness in carrying out the responsibilities of the position as defined. Performance will be reviewed annually.

TERMS OF EMPLOYMENT: Part-time stipend position, year to year with annual review

MINIMUM QUALIFICATIONS:

Education and Experience: Bachelor’s Degree, or higher, from an accredited institution
3 Years prior Coaching Experience

Necessary Knowledge, Skills and Abilities: Coaching experience, first aid, and CPR.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Membership in New Hampshire Interscholastic Athletics Association
First Aid and CPR certification

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Occasionally required
4. Lift over 50 lbs:	Rarely required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Occasionally required
8. Carry over 50 lbs:	Rarely required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Occasionally required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Occasionally required
2. Handling:	Occasionally required
3. Torquing:	Occasionally required
4. Fingering:	Occasionally required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine, 2-way radio, postage meter, calculator

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Occasionally required
3. Crawling:	Occasionally required
4. Squatting:	Occasionally required
5. Kneeling:	Occasionally required
6. Crouching:	Occasionally required
7. Climbing:	Occasionally required
8. Balancing:	Occasionally required

Work Surface(s):

Standard office desk and chair. Carpeted and tile floors. Athletic field.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>									<u>Total Hours</u>											
Sit	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8				
Stand	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8				
Walk	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8				

Work Performed: Inside: 30%
Outside: Up to 70%

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not required

Other Training, Skills and Experience Requirements:

Ability to work with staff, students, parents, and the community.

Summary of Occupational Exposures:

May be exposed to (N/A)

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

Applicants will be subjected to a criminal background check required by state law. Employee must pass background check to enable bonding by the district’s liability insurance carrier.