

**CAMDEN ROCKPORT SCHOOLS  
JOB DESCRIPTION**

**ATHLETIC COORDINATOR (5 – 8)**

**QUALIFICATIONS:**

1. High school diploma or equivalent.

**DESIRED QUALIFICATIONS:**

1. Post-secondary degree.
2. Excellent communication and organizational skills.
3. Coaching experience.
4. Experience dealing with students, parents and community at large.

**REPORTS TO:** Building Administrator

**JOB GOAL:** To provide leadership and coordination for an interscholastic athletic program emphasizes maximizing student participation and teamwork, and supports the physical, social and emotional growth of students.

**PERFORMANCE RESPONSIBILITIES:**

1. Assumes responsibility for the overall, daily operation of the school athletic program, including site management for home athletic events, and exercises the necessary decision making involved in this responsibility.
2. Assumes responsibility for scheduling all athletic activities within the school and the coordination of athletic facilities and transportation.
3. Assumes responsibility for obtaining and assuring the proper maintenance of uniforms, equipment and supplies.
4. Supports the Assistant Principal in the hiring and evaluation of coaches.
5. Interacts with coaching staff on a regular basis, providing feedback to ensure fidelity with school expectations and improve the quality of coaching.
6. Assists Building Administration in the preparation of a budget for all athletic activities used in the school.
7. Assists Building Administration in the periodic review of existing programs, investigation of alternate programs, and selection of new programs.
8. Assumes responsibility for public relations, facilitates pre-season meetings and encourages feedback; coordinates community resources with the school's program.
9. Meets and counsels with students and parents as required, helping to foster a positive attitude toward athletics within the school.
10. Assists Building Administration with instances of sports-related discipline.
11. Contributes to program leadership through participation in Busline League meetings.
12. Assumes responsibility for his/her own professional growth and development; keeps abreast of athletic and relevant educational developments through attending workshops, reading, and participating in appropriate professional organizations.

13. Promotes, manages and models good sportsmanship within the athletic system.
14. Performs such other duties and responsibilities as may be assigned by Building Administrator and/or Superintendent.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of student performance and written and oral records
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff
3. Follows health and safety procedures establishes by the District
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage
5. Demonstrates dependability, integrity, and other ethical standards

**ESSENTIAL FUNCTIONS:**

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions
2. Physical ability to perform all necessary upper and lower body movements
3. Ability to hear, see, and speak
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping

**TERMS OF EMPLOYMENT:** Hourly non-contract school year employee.

**EVALUATION:** Performance of this job will be evaluated in accordance with this document and assessment of goals.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**History:** Approved 04/13/16

Approved: January 20, 2021