

**Roswell Independent School District
Job Description**

Job Title: ATHLETIC COORDINATOR – HIGH SCHOOL

Reports To: PRINCIPAL/DIRECTOR OF ATHLETICS/ACTIVITIES

General Job Description:

To assist the district Director of Athletics/Activities in implementing the athletics and activities program(s) for the district and their perspective school.

Essential Duties and Responsibilities:

1. Coordinate athletic/activities with the Roswell Independent School District Activities Director.
2. Meet with coaches to keep them apprised of New Mexico Activities Association/Roswell Independent School District policies and procedures.
3. Work directly with all coaches/sponsors to insure that all students participating in activities and/or athletics are eligible per New Mexico Activities Association/Roswell Independent School District eligibility requirements.
4. At the beginning of each sports season, advise coaches of requirements including physicals, insurance forms, trip tickets, leave forms, bus lists, and student excuse lists.
5. Check with appropriate coaches to determine that bench personnel are scheduled for all home contests.
6. Coordinate times for all practices and contests. Coordinate with maintenance to schedule appropriate heating and cooling, when applicable.
7. Pay varsity officials, when assigned by the Roswell Independent School District Activities Director.
8. Coordinate the assignment of administrative supervision duties at all events.
9. Assist the Roswell Independent School District Activities Director with screening and interviewing potential activities personnel.
10. Provide director of athletic booster organizations with the assistance of the head coach.
11. All activity and athletic questions from supervisory staff are to be directed to the Athletic Coordinator. The Athletic Coordinator will, in turn, direct appropriate questions to the Activities Director.
12. Maintain confidentiality with sensitive matters.
13. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
14. Report to work on time and work no less than 7.25 hours per day.
15. Attempt to deescalate students/parents/staff; listening/visiting with them about their concerns prior to them meeting with administrators.
16. May be required to perform other duties/functions as directed by principal and/or Director of Athletics/Activities.

Supervisory Responsibilities:

1. Head Coach
2. Assistant Coaches

Qualifications:

1. Bachelor's degree or higher.
2. Current NM Administrative licensure.
3. Current NM Teaching license.
4. Current NM Coaching licensure.
5. Valid Driver's license and Car Insurance.
6. Ability to drive from site to site as needed.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

ATHLETIC COORDINATOR – HIGH SCHOOL (CONT'D)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May be required to make site visits when needed. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date