

**Roswell Independent School District
Job Description**

Job Title: ATHLETIC COORDINATOR – MIDDLE 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. Work with the Athletic Director in supervision of all of his/her school's athletic contest.
 - a. Responsible for preparation of facilities of athletic contest.
 - b. Recruit ticket sellers, oversee sales of game tickets, and collect and secure gate receipts. Arrange for deposit of money during the next school day.
 - c. Oversee opening and closing of DeBremond Stadium, Wool Bowl, and gymnasium on day of athletic contests.
2. Work with the Athletic Director and building coaches regarding budgeting of athletic equipment budget and purchase of equipment and uniforms. Title IX regulations must be considered during this process.
3. Work with Athletic Director and building principal in hiring of coaches for his/her building.
4. Assist the Athletic Director with organization and supervision of all middle school boys' and girls' invitational tournaments, track meets, and city championship tournaments.
5. Coordinate completion and collection of booklets containing physicals, proof of insurance, drug and alcohol policies, etc.
6. Confirm eligibility of athletes.
7. Coordinate equipment inventory and collection of equipment at end of season.
8. Maintain confidentiality with sensitive matters.
9. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
10. Communicate in well-organized oral and written forms.
11. Report to work on time and work no less than 7.25 hours per day.
12. Work independently with very little supervision.
13. Attempt to deescalate students/parents/staff; listening/visiting with them about their concerns prior to them meeting with administrators.
14. Additional athletic functions as assigned by principal and/or Director of Athletics/Activities.

Supervisory Responsibilities:

Middle School Coaches

Qualifications:

1. Bachelor's degree or higher.
2. Current NM Teaching license.
3. Current NM Coaching license.
4. Valid Driver's license and Car Insurance.
5. 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 – MIDDLE 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 work under stressful conditions on occasions.

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