

ATHLETIC/ACTIVITY COORDINATOR – MIDDLE SCHOOL

GENERAL DESCRIPTION: The Middle School Athletic/Activity Coordinator provides administrative leadership in planning, implementation, coordination, and supervision of interscholastic programs for the middle school; promotes extracurricular athletic/scholastic activities that foster skill development, understanding of competitive activities, and appreciation for a variety of activities and programs, teaming, and sportsmanship for students.

QUALIFICATIONS:

1. Master’s Degree or higher preferred.
2. Minimum of five years of teaching/coaching experience.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

SUPERVISES: Coaches and sponsors

JOB GOAL: To provide leadership, collaboration, and coordination in the area of the athletic/activity programs for the middle school; to collaborate with the Ruppenthal Middle School Administrator, and to be the driving force behind the continual improvement of the schools’ athletic/activity programs.

REPORTS TO: Ruppenthal Middle School Administrator

FULL/PART-TIME: Part-time

FLSA: Exempt from overtime

BOE APPROVAL: 4/12/2021

ESSENTIAL FUNCTIONS OF THE JOB:

1. Regular attendance and punctuality are essential functions of the job.
2. Demonstration of strong leadership skills to work as part of an administrative team.
3. Requires planning and organizational skills to balance demands of a multi-tasking position.
4. Requires excellent attention to detail and follow through to meet interscholastic competition responsibilities at assigned school.
5. Requires knowledge in Title IX, Kansas State High School Athletic Association (KSHSAA) rules, Mid-Continent Elementary League (MCEL) rules and policies, and Russell County USD 407 Policies.
6. Develops long and short-range plans in relation to assigned supervisory responsibilities (e.g. policies, procedures, staffing, materials, equipment, space requirements, etc.) for the purpose of ensuring Russell County USD 407’s objectives are achieved in the most efficient and timely manner.
7. Assists the coaching staff in solving any staff, student, or parent problems that arise.
8. Promotes and models good sportsmanship and maintains an active program that welcomes competing teams, guests, and game officials.
9. Supervises or provides for the proper supervision of all student activities, including fund-raising, social activities, performing groups’ events, athletic contests and regional or state level competition.
10. Works closely with the site administration to develop and enforce an athletic/academic code of conduct, which is consistent with the goals of the staff, administration, and the district.
11. Works in collaboration with the building administrator to follow the chain of command.

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12. Attends or arranges to have athletic department staff in attendance at major athletic contests.
13. Supports and cooperates in directing an in school, extracurricular program designed to foster support for the athletic teams and school spirit among non-participants.
14. Supervises and is responsible for all aspects of preparation for home contests.
15. Acts as an advisor to the administration on matters involving the athletic/activity concerns.
16. Follows all rules and regulations of KSHSAA, the MCEL league, and board policy.
17. Works with administrator in resolving problems of discipline concerning athletes.
18. Works diligently to promote and support student success in activities.
19. Coordinates the collection of rosters for program information as needed.
20. Prepares reports as required by the board and/or administration.
21. Develops and places into operation, with administrative input, appropriate rules and regulations governing the conduct of students taking part in extracurricular activities.
22. Develops technology skills in the areas of office software, student database systems, and office equipment operation.
23. Effectively communicates (verbal and written) with students, staff, parents and community.
24. Coordinates the middle school athletic/activity programs in collaboration with the building administrator to ascertain programmatic needs on an annual basis, as well as prior to each season to insure consistency of program.
25. Reports needed improvement or maintenance of facilities to the building administrator.
26. Keeps an updated inventory of all athletic equipment and uniforms and reports to the building administrator.
27. Inspects all athletic areas for cleanliness and the proper storage of all athletic supplies, equipment, and uniforms.
28. Provides each coach with equipment, team medical supplies, and uniforms prior to the season and insures that each coach returns all equipment, unused supplies, and uniforms using a checklist.
29. Supervises all ticket sales and fund-raising events connected with the activities program and assumes responsibility for proper handling and accounting of moneys involved.
30. Responsible for fiscal dealings in the activities/athletics budgets.
31. Coordinates the use of district facilities and fields prior to each athletic season in a timely manner to address the needs of the middle school, high school, and community.
32. Sees that all playing surfaces are properly conditioned for all home games.
33. Coordinates with non-school personnel for the use of non-school district playing facilities, if necessary.
34. Arranges the practice schedules for the coaches on the fields and in the gymnasiums.
35. Arranges all details of the visiting teams' needs including lodging, meals, towels, gymnasium services, and field assistance, as appropriate.
36. Arranges for employees and/or voluntary help for all home games including ticket sellers and takers, police officers, custodians, timekeepers, scorekeepers, concession-stand supervisors and workers, chain crew, line judges, announcers, etc.
37. Supervises athletic/activity contests and acts as the host to officials and visiting schools.
38. Oversees the supervision of contest employees and volunteers who work the athletic contest.
39. Attends league and district meetings.
40. Provides leadership for and serves as liaison to high school athletic booster groups and coordinates, with the coaches and sponsors, the support group for specific athletic programs.
41. Maintains confidentiality of classroom, student and employee information.
42. Maintain a valid Kansas driver's license.
43. Performs other duties as assigned by the Building Administrator, Superintendent, or Board of Education.

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This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, and responsibilities not listed herein. The District reserves the right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually by the Building Administrator and/or Superintendent according to Board policy.

PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: * "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.