

Flemington Raritan School District

JOB DESCRIPTION

TITLE: ATHLETIC COORDINATOR

QUALIFICATIONS:

- Teaching and/or Educational Leadership certificate preferred
- Employee of Flemington Raritan School District; current middle school teacher preferred
- Required criminal history background check and proof of US citizenship or legal resident alien status
- Prior related coaching and/or player experiences preferred
- Ability to work cooperatively with students, coaches, parents, administrators, and officials in a sports environment
- Such alternatives to the above qualifications as the Board of Education deem appropriate and acceptable

REPORTS TO: Middle School Principal or designee.

DESCRIPTION: Responsible for supervision and administration of the JP Case Middle School athletic program. He/she is responsible for conducting meetings with coaches to keep them aware of all matters pertaining to the athletic program. Leadership is expected in the planning, organizing, and implementing an athletic program that is dedicated to sportsmanship, team spirit, and athletic achievement.

RESPONSIBILITIES:

- Coordinates 12 seasonal sports for **23** interscholastic teams
- Creates schedules for all interscholastic teams
- Schedules all transportation for games
- Assigns officials and submits schedules to Assignors for placement of officials
- Responsible for payment of officials prior to home games
- Maintains records of official contract vouchers
- Schedules daily events with confirmations to coaches, transportation, officials and Athletic Directors
- Coordinates facility use with other district buildings
- Assists with the coordination and partnership with GFSC and Devils Lacrosse league regarding facility use in fall and spring
- Arranges off site practices with transportation for Basketball and Softball
- Recruits student volunteers to assist with statistics and scorekeeping
- Maintains and updates Athletics website
- Monitors and ensures coaches update in Rschool Athletic Scheduler website used to keep the public informed
- Updates and submits changes to Scheduler website communicating with all on notifications list
- Coordinates banquets for fall, winter and spring sports with Administration, Coaches, Maschios and Aramark
- Collects forms and funds for banquet attendees inputting on spreadsheet
- Keeps field and gym preservation with Maintenance
- Communications and collaboration with Maintenance and Aramark pertaining to team schedules, field lining, lawn maintenance, field maintenance, repairs, banquet set up and relocation of goals

- Electronic distribution of schedules to Aramark and Maintenance Department
- Responsible for daily inspection of fields
- Assists with fields in preparation for games
- Issues work orders for repairs, installations and assembling of equipment
- Schedule distribution to night time custodial staff for winter sports
- Responsible for publicizing and ensuring all students, coaches, trainer and health office have proper forms for each athlete to participate in their respected sport
- Publicize tryout and deadline dates for all sports
- Supervises Athletic Trainer and works closely with AT and Nurses regarding sports physical forms, deadlines and injuries before and during each season
- Collaborates and coordinates with High School Coaches and AD with hosting athletic events HCRHS
- Daily email communications with Athletic Directors, coaches, officials and parents
- Works with building Principal to ensure all coaching vacancies are filled
- Advertises and interviews all perspective candidates
- Works with building Principal, tech department and newly contracted Broadcastvenue Company for streamlining one home game per Varsity Sport and ensures all documents completed necessary for broadcast
- Creates schedule for each season for streamlining of games
- Ensures permission forms are signed and returned for streamlined events, statistician travel and any other necessary forms requiring parental permissions
- Ensures all participants receive athletic certificates and special awards for participation
- Responsible for ordering special awards recognizing athletes from each team at the end of each season
- Responsible for selecting 8th grade Scholar Athlete and Sportsmanship awards for Boys and Girls and presenting each award at 8th Grade Awards Assembly
- Maintains and updates Trophy Case
- Responsible for crafting Athletics Pre-budget and Budget for sports
- Responsible for organizing, ordering, submitting and receiving all purchase orders for coaches of all athletic programs
- Responsible for receiving and distributing all athletic equipment and uniforms
- Responsible for cost estimate of athletic programs annually
- Distribution and collection of keys for sport storage areas seasonally to coaches
- Responsible for canceling and rescheduling contests due to inclement weather along with communications to front office, transportation, officials, athletes and parents
- Responsible for obtaining verbal/electronic communications of events of the day
- Responsible for making necessary end of the day announcements pertaining to changes due to inclement weather
- Collaborates with Physical Education department regarding student athletes and events
- Monitors participants' academic progress
- Responsible for monitoring student athletes' grades while on academic probation and suspension
- Supervises athletes until coaches arrive
- Inputs schedules to newly created CJSAA and CJBL leagues
 - Leagues were created for student athletes to experience playoff and tournament play in most Varsity sports: Field Hockey, Boys and Girls Soccer, Boys and Girls Basketball, Softball, Girls and Boys Lacrosse and Baseball
 - Attends 3 Athletic Director seasonal league meetings throughout the year
 - Attends annual Wrestling meeting for scheduling purposes
- Responsible for the CJSAA Field Hockey League, schedule, bylaws and playoff seeding
- Ensures all coaches are current with all CPR/AED/FIRST AID certifications, concussion and epi-pen trainings

- Enforces District Athletic Competition Policy (NJISAA)
- Ensures coaches input game results in Rschool Athletic Scheduler
- Ensures Varsity league coaches input game results in CJJBL and CJJSAA websites
- Ensures coaches distribute and receive standards and guidelines contract
- Post season reflection from all coaches to be submitted within thirty days of last contest
- Encourages coaches to make morning announcements of game results
- Communicates with public relations person in central office pertaining to sports news and accomplishments
- Coordinates indoor practices due to inclement weather
- Onsite for daily athletic events
- Receives and manages multiple emails from parents regarding athletic progress and or parent concerns
- Responsible for scheduling and coordinating team and individual photos for all seasons
- Ensures bulletin board updated seasonally with team photos and sport headlines
- Answers any questions, concerns or comments pertaining to any of the above descriptions

TERMS OF

EMPLOYMENT:

Salary and hours as approved by the Board of Education as per FREA agreement. The Athletic Coordinator stipend shall be 320 hours. Should the Athletic Coordinator accept and perform any coaching position within the Flemington-Raritan Regional School District, he/she shall not be paid a coaching stipend in addition to the Athletic Coordinator stipend already provided.

EVALUATION:

Middle School Principal or designee annually by the month of June.

APPROVED BY: Flemington-Raritan Board of Education **DATE:** May 12, 2003

REVISED: June 9, 2008; August 31, 2015 April 25, 2016