

## Union Public Schools Job Description

**Position Title:** Athletic Coordinator  
**Department:** Athletics  
**Reports To:** Director of Athletics

**FLSA Designation:** Exempt

**SUMMARY:** Assists in maintaining, organizing and administering the overall program of interscholastic athletics, including intramural activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Supervises the District's intramural program.
- Responsible for game administration, including organization and scheduling of athletic events.
- Assists in administration of in-service training and orientation of coaching staff.
- Assists in administration of athletic budget and purchasing.
- Assists in selecting, assigning and evaluating all coaching personnel.
- Represents the District in matters of interscholastic athletics with the OSSAA.
- Represents the District in matters of interscholastic athletics with the Frontier Valley Conference and/or other specified conferences.
- Contracts officials for all home contests.
- Arranges transportation for away contests.
- Fosters good school-parent relations by maintaining communications regarding to rules and regulations on athletics.
- Assists in establishing and enforcing the physical, academic and training requirements of eligibility for participation.
- Works well with both supervisors and other members of the team.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** Supervises the equivalent of two or more full-time employees by assisting in managing subordinate head coaches who supervise assistant and JV coaches in the Athletic department. Responsible for assisting with the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** Coaching experience at the secondary level, coaching and/or playing experience in multiple sports at the secondary level, experience in administration of athletic events and activities, administration certificate and/or master's degree preferred, courses in the organization and administration of athletic programs preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Administrative certificate and/or master's degree preferred.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before administrators, staff, parents and students.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit, walk, stand, talk or hear, and travel from building to other sites. The employee must frequently lift , move, push and/or pull up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet and loud environments.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works both inside and outside in various weather conditions. The employee must be able to meet deadlines with severe time constraints. The employee will frequently work irregular or extended work hours while performing the duties of this job. The employee is directly responsible for safety, well-being and work output of students and coaches.

The noise level in the work environment is quiet in the office area, but can be expected to be loud in activity situations.