

INTERSCHOLASTIC ATHLETIC COORDINATOR

Reports To: Building Principal

Qualifications: Appropriate New Jersey Certification
Demonstrated knowledge of athletic activities and philosophy at the middle school level

General Description: Serves as facility coordinator of and liaison to Parent Athletic Board

Major Duties and Responsibilities:

- 1.1 Coordinate middle school athletic activities, intramural activities, and Bernards Township Recreation activities held at William Annin Middle School.
- 1.2 Schedule athletic facilities for use by intramurals, school sanctioned teams, and the Bernards Township Recreation department, in that order.
- 1.3 Serve as liaison between the Parent Athletic Board and the school administration.
- 1.4 Attend all meetings of county athletic conferences.
- 1.5 Communicate program needs and other issues to building administrators.
- 1.6 Safely secure equipment and facilities on a daily basis.
- 1.7 Coordinate the supervision of school and visiting teams during pre-game hours.
- 1.8 Evaluate the program annually to determine its effectiveness and offer recommendations for the following year, if necessary.
- 1.9 Perform additional duties related to activity as assigned by the building principal or assistant principal.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of Board of Education's policy on evaluation of extracurricular staff.

Frequency/Duration: 4 Days per Week/3 Seasons

Adopted: May 1, 2005