

SCHOOL DISTRICT OF BAYFIELD
MIDDLE SCHOOL ATHLETIC COORDINATOR
POSITION DESCRIPTION

QUALIFICATIONS: Teaching and coaching certification or experience

REPORTS TO: Athletic Director and Principal

JOB GOAL: To help maintain high standards of excellence on the part of Middle School athletic programs and coaches. To coordinate and regulate this facet of the educational program offered by the School District of Bayfield.

JOB DUTIES:

1. Athletic Program Management

The MS Athletic Coordinator shall:

- a. Schedule athletic activities, in cooperation with the head coach of each sport for Middle School Athletics. The MS Athletic Coordinator shall release schedules for the athletic department subject to the approval of the Athletic Director.
- b. Coordinate the activities of the coaches to provide consistency in the enforcement of the school's athletic codes.
- c. Maintain a constant check of athletic facilities and, when necessary, make recommendations regarding the facilities to the Athletic Director.
- d. Be responsible for the care and condition of athletic equipment, in cooperation with the head coach of each Middle School sport.
- e. Complete reports for the athletic department as requested by the Athletic Director or Principal.
- f. Attend meetings of the athletic conference as approved by the administration. If views to be presented at meetings will be received as representative of the District, then those views will receive Administrative review prior to being presented.
- g. Attend all Middle School scheduled home games in the role as Game Manager.
- h. Be a focal point for parents concerning Middle School athletic matters that arise with their children.
- i. Evaluate Middle School programs for effectiveness and sustainability.

- j. Aid Athletic Director in conducting Athletic Code readings for parents and children prior to each season.
- k. Ensure all required paperwork is completed and filled out for each Middle School athlete prior to participation in practice.

2. **Finance**

The MS Athletic Coordinator shall:

- a. Identify equipment and supplies needed for middle school athletic programs, in cooperation with the head coach of each sport and the Athletic Director.
- b. Obtain checks for officials from the District Office, in cooperation with the head coach of each sport.
- c. Ensure dues and fees are paid to conference for Athletic competitions.

3. **Other**

The MS Athletic Coordinator shall:

- a. Perform such other duties as may be assigned by the Athletic Director or Principal.

APPROVED: November 8, 2010

REVISED: May 12, 2014