

Ravenswood City School District

Position Description

TITLE: Athletic Coordinator (Middle School)

Job Purpose Statement:

Under the direct supervision of the Site Administrator, the Athletic Coordinator is responsible for creating and maintaining the middle school athletic program and for the direct supervision and leadership of athletic coaches.

Essential Job Functions

- Provides direct supervision and leadership to athletic coaches, including making hire and discharge recommendations, setting performance standards, and developing, implementing and maintaining a constructive feedback program for all coaches.
Ensures smooth operations and administration of the middle school athletic program.
- Ensures coordination for use of campus facilities as needed.
- Attend all athletic events and develops rapport with students, parents and the public through high visibility at practices and games.
- Promotes and fosters open communication with coaches, athletes, parents and others.
- Informs Site Administrator of conflicts or situations as appropriate and makes recommendations for resolution.
- Coordinates, plans, conducts and/or procures internal resources/external vendors to conduct appropriate workshops and/or training programs for athletic coaches.
- Makes recommendations to the Site Administrator on program enhancements (i.e. capital improvements, permanent equipment, uniforms, alternate funding options, etc.) to maintain a strong and comprehensive athletic program.
- Assist with other related tasks as needed.

Knowledge, Abilities and/or Physical Requirements:

- **KNOWLEDGE OF:** Middle school athletics and associated rules. Aspects and value of good sportsmanship.
- **ABILITY TO:**
 - Work flexible hours to include evenings and weekends on a regular basis.
 - Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities, and work with diverse school sites and conditions in a manner that achieves District goals.
 - Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
 - Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
 - Meet District standards of professional conduct as outlined in Board Policy.

- **EDUCATION AND/OR EXPERIENCE:** Bachelor's degree from an accredited college or university or equivalent experience. Computer literacy including but not limited to; MS Office skills (Word, Excel) and Data Management Systems. Regularly required to operate standard office equipment (personal computer, calculator, photocopy machine, fax machine, etc.).
- **PHYSICAL ABILITIES:** Seeing to perform activities. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate a keyboard. Sitting and standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

License, Certification, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

Working Conditions:

- **ENVIRONMENT:** Outdoor and Indoor environment, office environment with some work to be conducted in non-standard workplaces. Travel between sites. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **HAZARDS:** Potential for contact with bodily fluids, blood-borne pathogens, and communicable diseases. Exposure to anti-social behavior. Driving a vehicle during adverse weather conditions.

Reports to:

- Site Administrator

Work Year:

- 11 months

Salary Placement:

- Range 4 of the Management Salary Schedule

Evaluation:

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Classified Management.