

Job Title:	Middle School Coordinator	Wage/Hour Status:	Daily
Reports to:	Principal and Athletic Director	Pay Grade:	TBA
Dept/School:	Assigned Campus	Date Revised:	June 16, 2015

Primary Purpose

Provide leadership in the attainment of goals and objectives of the overall athletic program at the middle school.

Qualifications**Education/Certification**

Bachelor's Degree
Valid Texas Teaching Certificate

Special Knowledge/Skills

- Knowledge of operations of athletic program
- Knowledge of state, UIL and local policies governing athletics
- Ability to manage personnel and coordinate campus functions
- Strong organizational, communication and interpersonal skills

Experience

Experience not required

Major Responsibilities and Duties

1. Communicate information to coaches and staff regarding rules, regulations, schedules, parent concerns, and facilities.
2. Work with the principal on all athletic assemblies.
3. Maintain a file on all physical examinations and parent approval forms.
4. Work with coaches to check eligibility of all athletes.
5. Prepare an eligibility sheet at the beginning of each team's sport season.
6. Maintain an inventory of all athletic equipment and provides for its storage.
7. Arrange with administration for game workers at all home contests.
8. Work with principal in covering all home athletic contests with adult supervision.
9. Advise the principal and athletic director of coaches' concerns.
10. Help prepare contest sites for scheduled events.
11. Assist ss administration in evaluation of coaches.
12. Purchase, fill and distribute First Aid Kits and supplies to in-season coaches.
13. Assist in hiring of athletic coaches.
14. Act as campus resource for athletic insurance claim forms.
15. Work with coaches and athletic office to organize track meets, tournaments, and supervising athletic events.
16. Attend preseason coaches' meetings and regular scheduled meetings with a Athletic Director.
17. Work with coaches on ordering athletic equipment and uniforms.
18. Work with coaches to coordinate team practice and facility use schedules, including setting gym time for volleyball, basketball, and other school activities.
19. Monitor campus coaches in reporting scores to the Athletic Department.
20. Serve as a liaison between the Athletic Office, high school, coaches, and middle school coaches.
21. Attend meetings with Campus Principal, High School Coordinator, and Athletic staff.
22. Ensure s middle school programs are aligned with the high school programs.
23. Assist coaches in organizing annual parent meetings.
24. Ensure coaches, parents and athletes follow the UIL and EPISD rules and regulations.

Supervisory Responsibilities

Assist Athletic Director and school principal in supervision of middle school athletic programs, coaches, and facilities

Working Conditions

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Occasional prolonged and irregular hours; outdoor exposure to sun and heat.

Terms of Employment

Days vary annually; salary to be established by the Board of Trustees.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.