Job Description:
Under the supervision of the site principal, coordinates and directs school site athletic programs.

Qualifications:
1. A member of the school staff
2. Experience: Coaching experience at either the elementary or high school level.
3. Certified in CPR and first aide
4. Knowledge in athletic training, rules and techniques of each activity.
5. Ability to read new rules and regulations, follow district policy, develop and communicate operational policies, conduct staff meetings, communicate with parents and pupils.

Typical Duties
1. Schedule athletic events.
2. Recommend employment and changes in coaching assignments before assignments are finalized.
3. Schedule athletic transportation.
4. Arrange for qualified assistance for scheduled activities (i.e., timekeeper, scorekeeper, officials).
5. Maintain equipment inventories at the school.
6. Publicize athletic events within the school setting.
7. Ensure that all student paperwork is completed as required by district policy and site procedures; that all participating athletes are eligible; resolve appealed disputes between coaches and athletes; investigate reported incidents of inappropriate behavior by coaches, officials or spectators.
8. Oversee all athletic purchases
9. Work with district and site administration in the development of the athletic budget.
10. Consult with coaches to insure that team rules for practice, eligibility, behavior and playing time are followed.
11. Ensure that all coaches follow the rules and district coaching manuals.
12. Forward accident reports to the principal after consultation with the coach, athlete, or parent.
13. Follow established policies and procedures with ASB bookkeeper regarding fundraising, bank deposits and purchases.

Immediate supervisor: Site principal
Assignment: School Year
Salary: Stipend Schedule