

EASTFORD SCHOOL DISTRICT
Eastford, Connecticut

TITLE: ATHLETIC COORDINATOR

QUALIFICATIONS Demonstrated ability to organize student activities
Demonstrated knowledge and interest in sports
Demonstrated interpersonal and communication skills
Coaching Certification and any other credentials required by the State of Connecticut

REPORTS TO: Building Principal

JOB GOAL: The Athletic Coordinator coordinates all aspects of the interscholastic program at the Eastford Elementary School

RESPONSIBILITIES OF ATHLETIC COORDINATOR INCLUDE BUT ARE NOT LIMITED TO:

1. Assist the Principal in making recommendations for staffing the athletic programs. Hiring and evaluating coaching staff will be the direct responsibility of the principal with consultative input from the coordinator.
2. Assist the local athletic league in preparing schedules and attend athletic directors meetings.
3. Insure that Eastford is represented at coaches meetings.
4. Coordinate with the league to provide officials for all home events.
5. Prepare press releases relative to athletic activities when appropriate
6. Assist the school nurse who insures that students have had physical exams in accordance with existing administrative policies.
7. Order equipment necessary for games and practices for all sports.
8. Coordinate the schedule of practices with each coach ensuring that students are never left unsupervised before or after practices and that times of practices are reasonable for Eastford families.
9. Assume responsibility for communicating with Sports Boosters
10. Oversee the distribution and maintenance of uniforms and equipment and make recommendations for replacement purchases.
11. Insure that there are appropriate facilities for each home sports event, including locker rooms.
12. Conduct at least one meeting with coaches before each sport season begins.
13. Communicate with coaches, students, and parents at all times regarding issues of scheduling, discipline, sportsmanship, injuries, and academic eligibility.
14. Insure that all required forms are signed by all student participants and their parents.

15. Maintain a record of all scores, correspondence, etc. pertaining to the athletic program.
16. Contact the bus company to schedule all games and notify the bus company of all changes in schedules.
17. Schedule postponed games and notify principal, students, parents, officials, coaches and bus company.
18. Coordinate Sports Banquet and/or Awards at the end of the school year.
19. Publicize sports schedules in school newsletters, school website, custodial calendar, and master calendar.
20. Perform other appropriate duties as assigned.

TERMS OF EMPLOYMENT: Annual appointment in accordance with the contract.