



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	District Athletics Coordinator
SCHOOL/DEPARTMENT	Secondary Instruction – Curriculum and Instruction
SALARY	Teacher salary schedule plus supplement
FLSA STATUS	Exempt
REPORTS TO	Executive Director for Secondary Instruction
SUPERVISES	Lead Office Support
WORK WEEK SCHEDULE	Monday – Friday; some evening and weekend obligations
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The District Athletic Coordinator coordinates all athletic programs across the school system. This includes performing a variety of supervisory and administrative tasks in guiding the development and implementation of athletic and student activity programs for the secondary schools in the school system. The District Athletic Coordinator is responsible for planning, organizing and scheduling the athletic programs and student activities. S/he monitors the overall effectiveness of the programs, determines the need to add or eliminate activities from programs, ensures that programs are effectively implemented at each school, verifies that all students participating in athletics have met eligibility requirements, and ensures that all programs are safe for both the participants and the observers. Employee contributes to the budget development for the division and maintains contracts for extra duty positions in the secondary schools.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the principles, practices, rules and procedures of organized competitive sports and athletic and recreational activity programs
- Considerable knowledge of the facilities, materials and equipment utilized in athletic programs, special events, and related specialties
- Considerable knowledge of the potential hazards of various sports and other physical activities, and of the proper safety precautions
- Considerable knowledge of the philosophies and objectives of school recreation and athletics programs
- Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations
- Considerable knowledge of the current literature, trends, and developments in the field of athletic program administration
- Considerable knowledge of the principles of supervision, organization and administration
- Skill in training, coaching and counseling program participants and officials
- Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs
- Ability to maintain routine administrative reports and records
- Ability to plan and supervise the activities required to execute assigned athletic programs
- Ability to assign, direct and supervise the work of subordinate athletic program personnel
- Ability to exercise independent judgment and fairness in the application of program and game rules and procedures
- Ability to effectively express ideas orally and in writing
- Ability to make oral presentations before large groups of people
- Ability to communicate and establish rapport, understanding and confidence with program Participants
- Ability to exercise considerable tact and courtesy in frequent contact with the public
- Ability to establish and maintain effective working relationships as necessitated by work assignments
- Ability to serve as an example of ethical and moral behavior regarding sportsmanship, conduct, and acceptable behaviors

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's Degree from an accredited institution
- Three (3) to five (5) years of experience coaching several different sports
- Three (3) to five (5) years of experience serving as a school Athletic Director
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Valid NC Certification in Physical Education (090), Health and Physical Education (095) or related area
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Master's Degree from an accredited institution in Athletics and/or Administration.
- Previous experience serving as a District Athletic Coordinator or equivalent in a public school system

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Define and oversee the athletic programs and activities of the secondary schools
2. Work with school principals regarding best practices for implementing the programs at each school
3. Continuously reviews the school athletic programs and determines the need to add or delete activities
4. Oversee and review the scheduling of all athletic activities and events and the use of various facilities in the school system and/or county
5. Review the overall athletics program for safety of participants and observers
6. Verify the eligibility of all participating students
7. Develop and assist athletic program staff with the growth of their school programs
8. Assist principals with hiring staff, athletic directors, coaches, etc.
9. Identify and/or provide staff development opportunities
10. Maintain constant contact with principals, district coaches, and athletic directors to provide guidance, assist with activities when requested
11. Share information about successful programs, and monitor the effectiveness of the overall programs
12. Ensure the athletics division adheres to School Board and State policies
13. Monitor the effectiveness of athletic programs at each secondary school
14. Assist the Executive Director with troubleshooting problems in the athletic programs
15. Monitor athletic equipment and facilities, notifying the Executive Director of identified needs
16. Establish and maintain relationships with organizations such as the North Carolina High School Athletic Association, the North Carolina Coaches Association, community-based sports advocates, etc. to enhance the effectiveness and support of the athletic programs
17. Participate in the formation of the annual school district budget
18. Manage both the athletic programs and operations budgeting
19. Purchase equipment and supplies for the school system as needed
20. Maintain appropriate records of scheduled events, coaching assignments, student activities
21. Process extended employment contracts for school personnel performing extra duties related to the athletic programs and student activities
22. Work with the Communications Office to provide information to the local media when appropriate
23. Provide support to schools to ensure they are in compliance with applicable laws and local board policies related to athletics
24. Frequently attend evening athletic events and activities for the school system secondary schools
25. Maintain various records and statistics
26. Create annual reports to fulfill state and local requirements
27. Monitor budget expenditures
28. Perform additional duties as assigned by the Executive Director of Secondary Programs and Athletics

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*