



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Athletic Coordinator

Board Approved: September 8, 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. Educator License issued by the Mississippi Department of Education, with endorsements in the area assigned
2. Successful head coaching experience
3. Ability to work with district level administrators and staff, principals, game officials, the community, and other groups
4. Ability to organize and manage programs of athletics as an integral part of the total education program of the district
5. Ability to work with all coaches and assist where possible; ability to evaluate the coaches and make recommendations to the principals
6. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

Athletic coaches (7-12)

REPORTS TO

Superintendent

JOB GOAL

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

PROFESSIONAL AND PERSONAL RELATIONSHIPS

1. Understand and follow all rules and regulations set forth by all governing agencies, such as School Board Policies, Mississippi High School Activities Association
 - a. Has a thorough knowledge of athletic policies approved by the School Board and is responsible for implementation of those policies
 - b. Knowledge of Mississippi High School Activities Association regulations and interprets and implements these regulations consistently for the staff
 - c. Follow the chain-of-command for all student and parent requests or grievances
2. Develop and maintain a good rapport with the coaching staff
3. Inform all coaches of rules and regulations pertaining to conduct of athletics programs (i.e. handbook, in-service programs, and updates) and ensure that they are thoroughly understood
4. Serve as chief coordinator of all athletic programs of the District; work with administrators in selection and assignment of coaches and athletic staff
5. Develop procedures to notify parents and student athletes of rules/regulations that apply to participation
6. Enforce rules/regulations with established actions/penalties that are clearly stated and given to parents, student athletes, and coaches
7. Coordinate with school district security personnel and the Philadelphia City Police Department to provide for security and parking at athletic events
8. Ensure all coaches meet the Mississippi High School Activities Association certification requirements

9. Ensure all para-professionals meet the Mississippi High School Activities Association certification requirements
10. Coordinate and supervise scheduling of all athletic events
11. Serve as the liaison between all athletic programs and their respective booster clubs
12. Organize all in-service training for high school and middle school athletic staffs
13. Promote athletic programs in the community and prepare information for release to the public regarding individual sports
14. Prepare and assist in the administration of the athletic budget and coaching supplies, processing bills, travel and meal expenses, allowable reimbursements for athletic events to the business office, schedules necessary travel and meal arrangements for athletic teams in the school district
15. Develop and implement a staging plan for home athletic contests for all schools, to include financial arrangements, assignment of field force, necessary maintenance, and promotion of activity
16. Assists in of formulation bid specifications
17. Work with the business manager to prepare bid specifications for equipment, supplies, uniforms, and athletic programs
18. Ensure cleanliness of all athletic facilities; submit requests for repair or improvement of facilities
19. Arranges details of visiting teams' needs and makes necessary arrangements for use of non-school playing fields/facilities
20. Coordinate sale of individual tickets for all games
21. Coordinate sale of tickets for games, including season passes
22. Meet regularly with high school and middle school personnel to inform them of guidelines related to the overall program
23. Work with middle school and high school coaches to coordinate athletic programs
24. Determine and monitor eligibility of each athlete prior to participation in any practice or game
25. Setup medical screenings and ensure that each student athlete has been cleared prior to participation in any practice game
26. Establish and maintain an atmosphere of open communication through regular coaches meetings as well as meeting with school groups
27. Establish and maintain an atmosphere of open communication with the community that promotes and fosters understanding, cooperation, and acceptance of the athletic program in the eyes of the community
28. Performs other duties as assigned

TERMS OF EMPLOYMENT

187 days annually with salary in accordance with the coaching salary schedule as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the provisions of Board Policy.