

Dumas ISD
Junior High Athletic Coordinator
Job Description

8. Coordinate the use of all athletic facilities by nonschool groups.
9. Plan, organize, and supervise all athletic programs.

Student Management - Assist the Athletic Director to:

10. Implement district student management policies, communicate expected student behavior related to athletics, and ensure enforcement of student discipline in accordance with Student Code of Conduct and student handbook.
11. Establish and maintain open lines of communication by conducting conferences on vital issues with parents, students, and teachers.

Policy, Reports, and Law – Assist the Athletic Director to:

12. Implement the policies established by federal law, state law, State Board of Education rule, UIL rules, and local board policy in area of athletics.
13. Compile, maintain, file, and present all physical and computerized reports, records, and other documents required.

Budget and Inventory – Assistant the Athletic Director to:

14. Administer the athletic budget and ensure that programs are cost effective and that funds are managed prudently.
15. Compile budgets and cost estimates based on documented program needs.
16. Initiate purchase orders and bids in accordance with budgetary limitations and district policies.
17. Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment when necessary.
18. Approve and forward purchase orders to the athletic department.

Community Relations – Assist the Athletic Director to:

19. Articulate the district's mission and goals in the area of athletics to community and solicit its support in realizing mission.
20. Demonstrate awareness of district and community needs and initiate activities to meet those needs.
21. Use appropriate and effective techniques to encourage community and parent involvement.
22. Support athletic booster club activities.

Supervisory Responsibilities:

Supervise and evaluate the performance of the junior high coaches and support staff.

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Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent district travel; occasional prolonged and irregular hours.

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 by _____ Date _____

Reviewed by _____ Date _____

