

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

High School Assistant Athletic Coordinator

Supervisor: District Athletic Director
Building Administrator
FLSA Status: Non-Exempt **Employee Group:** Differential

Qualifications:

1. Staff member currently employed in the district preferred
2. Previous coaching or administrative experience preferred

Terms of Employment:

- Year to Year Contract
- Differential (\$3,000 per season – fall, winter, spring)
- May not coach during season of employment as Assistant Athletic Coordinator

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Direct supervision at athletic scheduled home and away contests, including night and weekend supervision. Assist administrator in charge when required.
2. Game management protocols which will include but are not limited to; hosting officials, crowd control, addressing the needs of the visiting school, visiting school information and hospitality.
3. Assist in leading the development and implementation of a comprehensive interscholastic athletic program.
4. Enforce rules and regulations governing conduct at athletic activities.
5. Promote good sportsmanship.
6. Address the needs of game management personnel.
7. Assist in the hiring process for assistant and head coaching staff.
8. Contact all officials prior to game day, and actively resolve scheduling conflicts.
9. Website and sports information management, when assigned by the Athletic Director.
10. Assist in scheduling of athletic facilities, when assigned by the Athletic Director.
11. Represent the Harlem School District at home and away contests, where possible, and represent the school at conference and state meetings, where possible.
12. Keep current with best practices as they relate to the job assignment.
13. Perform such other related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate. These duties may be year-long duties.

The Mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.