Middle School Athletic Liaison

TITLE: Middle School Athletic Liaison

QUALIFICATIONS:

I. Education/Certification: BA/BS degree in education required. Hold a valid State of Maine Criminal History Records Check Approval.

II. Special Knowledge/Skills:

    I. Demonstrable knowledge of extra-curricular programs.

    II. Knowledge of modern personnel practices.

REPORTS TO: Middle School Principal and Director of Athletics

JOB GOAL:

To provide leadership that will ensure that students have quality athletic and educational experiences through participation in extracurricular activities at the middle school level; recruits, hires, supervises, evaluates coaches, volunteers; oversees all scheduling involved with such programs, including facilities scheduling.

PERFORMANCE RESPONSIBILITIES:

I. Oversees the recruitment and employment of all coaches and volunteers pursuant to department policies and procedures.

II. Presents successful candidates for employment to the Superintendent.

III. Evaluates, annually, all coaching staff and advisors by utilizing formal evaluation procedures including observation of games and practices, as well as interaction with parents and the public, as appropriate.

IV. Provides day-to-day supervision of coaches, responsible for including the ability to lead and inspire participants and coaches to excel as citizens and members of the team.

V. Promotes sportsmanship at all events and in all settings through appropriate modeling behaviors and verbal and written communication of expectations to coaches, competitors, and parents.

VI. Schedules all interscholastic contests and practice including but not limited to officials, transportation and facilities.

VII. Coordinates through the use of the Facilities and Transportation Department the use of gymnasiums, locker rooms, athletic fields, and other facilities and transportation as needed to conduct all programs in a timely manner.

VIII. Conducts seasonal staff meetings to ensure that coaching personnel are familiar with school, league, conference, and competition rules as appropriate.

IX. Demonstrates extensive knowledge of extracurricular programs and assesses effectiveness of programs in terms of their quality as educational experiences for students.

X. Possesses extensive knowledge of and operates within Maine Principals' Association's policies and procedures.

XI. Assures that equipment is safe, operable, and is in acceptable condition.

XII. Possesses and maintains knowledge of sports medicine as it relates to first aid and acceptable practices relative to extracurricular activities.

XIII. Establishes and maintains effective and courteous working relationships with students, parents, coaches, advisories, colleagues, administrators, board members, and the public.

XIV. Maintains a comprehensive inventory of all equipment, including office equipment.

XV. Attends professional conferences to stay current.

XVI. Performs such other duties and responsibilities as assigned.

TERMS OF EMPLOYMENT:

Per negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the above performance responsibilities are successfully handled and the extent to which yearly action plans and job goals are met. The Middle School Principal will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally, and efficiently and in compliance with all district policies and procedures as well as federal and state laws.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: August 27, 2013

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