

Roosevelt School District #66

Position Title: School Based Sports Coordinators

DISTRICT AND SCHOOL SPORTS COORDINATORS

The Roosevelt School District After-School Sports Coordinator oversees the athletic program with the goal of maximizing each student's enjoyment of and benefits from the athletic experience. The management tasks and responsibilities of the District After-School Sports Coordinator include communicating game and tournament schedules, supervising, coordinating transportation, and reserving facilities.

The primary role of the School-Based Sports Coordinator is that of facilitator. **First**, the School-Based Sports Coordinator evaluates and selects coaches for each sports team. **Second**, by easing the coaches' load of administrative detail, the School-Based Sports Coordinator allows each coach to focus his or her time and energy on guiding and motivating the athletes and teams to achieve their potential. **Third**, the School-Based Sports Coordinator provides positive direction to the coaching staff and sets the tone and image of the school's athletic program. **Fourth**, the School-Based Sports Coordinator will handle all necessary paper work involved with each sport (i.e. roster, weekly academic reports, setting up the field and court ready for games, filing paperwork and assisting the coaches with scorekeepers and bookkeepers.

The School-Based Sports Coordinator schedules practices, provides feedback on the effectiveness of sports personnel hired to assist at games, and assists with facility preparations. Communication from the School-Base Sports Coordinator about sportsmanship, equipment, coaches, officials, parents or anything that may affect the student enjoyment to the District After-School Sports Coordinator.

All after school sports activities, including practices and games, are to be conducted under the direct supervision of the certificated employee responsible for the activity. (Board Policy J-4550 © JJJ)

Physical Education Teachers may decline the School Based Sports Coordinator position at the start of each year if there is a certified employee to take the job. **Please ensure your school is in compliance with this Roosevelt Board Policy by responding to this email.**

Important Dates

CPR and First Aid Training \$20.00	09/10/16	Sierra Vista Room #7
Volleyball Team Rosters	09/06/16	Email by noon to Nillo
Concussion Test	10/17/16	Certificates email to Nillo
Acceptance of Coaching Responsibilities	09/06/16	Contract email to Nillo
Time Sheets/Coaching and Coordinators	10/17/16	Send interoffice to Jorgensen