

Civil Division: Schools
Jurisdictional Class: Competitive
EEO Category: Paraprofessional
Adopted: 11/03/14

COORDINATOR OF ATHLETICS AND COMMUNICATIONS

DISTINGUISHING FEATURES OF THE CLASS: The work in this class involves responsibility for the coordination of the athletic program and all public communications for the school district. The work is performed under the direct supervision of the Superintendent of Schools. Supervision may be exercised over the work of athletic coaches and clerical assistants. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares and disseminates schedules for athletic practices and events;
Maintains an inventory of athletic equipment;
Coordinates the purchase and distribution of equipment;
Prepares an annual budget for the athletic program;
Recommends the hiring and dismissal of athletic coaches to the Superintendent;
Evaluates the performance of athletic coaches;
Prepares and maintains related records and reports;
Edits public communications such as the district newsletter, school calendar, audit education mailings, budget brochures and press releases;
Establishes, maintains and promotes a speakers' bureau for the community.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principals and practices of athletic administration; good knowledge of planning and equipping athletic facilities and programs; good public communications and promotion; working knowledge of the organizational structure of a school district; ability to communicate effectively both orally and in writing; ability to plan and evaluate the work of others; ability to establish and maintain harmonious relations with the media; the public and local officials; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** one (1) year of full-time, paid experience in athletics or recreation administration, or in advertising, communications, journalism, public relations or a closely related field.

NOTE: Verifiable part-time or volunteer experience as described above will be pro-rated toward meeting full-time experience requirements.

Adopted: 11/03/14