

MT. DIABLO UNIFIED SCHOOL DISTRICT  
Middle School Sports Site Coordinator

---

**SUMMARY DEFINITION:**

The Middle School Sports Site Coordinator is responsible for providing leadership, supervision, coordination and evaluation of the MDUS Middle School Sports Program, grades 6-8. In addition, the Middle School Sports Site Coordinator will work in collaboration with the Middle School Principal and/or designee to actively recruit qualified coaches to fill vacant positions as they arise. The Middle School Sports Site Coordinator is responsible to provide a quality sports program that offers equal access for all students regardless of gender, race, religion, etc.

**Duties and Responsibilities of Middle School Sports Site Coordinator**

Middle School Sports Site Coordinators are responsible to the Principal or her/his designee. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this position, but is intended to accurately reflect the essential job elements. Incumbents may perform any combination of the essential functions shown below. The duties and responsibilities of the Middle School Sports Site Coordinator are as follows:

1. General

- a. to provide leadership so that the Middle School Sports Program supports the mission of MDUSD middle school sports and education.
- b. to be present and support coaches at all games and practices.
- c. to perform duties directly related to the program.
- d. to make regular progress reports to the administration.
- e. to attend job-related meetings and activities specified by the administration.
- f. to perform supervising duties appropriate to the program as outlined in the Middle School Sports Program Handbook.
- g. to recommend to the Principal needed improvement in the program and provide leadership in implementing these changes.

2. Personnel

- a. to assist in the recruitment and selection of coaches.
- b. to support the work of certificated and non-certificated personnel in the program.
- c. to be responsible for orienting and informing coaches, particularly new coaches, about school and District rules, regulations and policies with special attention to:
  - i. Student eligibility – both academic and behavior.
  - ii. Student sign-up.
  - iii. Student code of conduct-expected behavior of students.
  - iv. Serving as a role-model for students.
  - v. Respond to parent questions/concerns.
  - vi. Purchasing procedures.

- vii. Ordering and cancelling buses, District transportation policies.
- viii. Arranging for changes in time, date, or location of a game or practice.
- ix. Reporting results of games to District Middle School Sports Program Coordinator.
- x. Attendance at District coaches meetings, one meeting per sport season.
- xi. Supervising facilities (gym, locker room, field, etc.)
- xii. Follow District procedures in the care and reporting of injuries as outlined in the District Middle School Sports Program Handbook.
- xiii. Access to student emergency files.
- xiv. Maintain inventory and record of issuance of equipment and uniforms.
- xv. Informing students through use of bulletins, web sites, on-line apps, phone, etc.
- xvi. Student participant awards.

3. Policy.

- a. to assume leadership in implementing Middle School Sports Program policy and recommending any needed changes.
- b. to be informed about current rules and regulations governing middle school sports and to see that these are understood and followed by the coaching staff.

4. Finances

- a. to submit to the administration a recommended expenditure budget for each sport.
- b. to monitor budget expenditures and balances.
- c. to inform coaches about procedure and calendar dates for ordering supplies and equipment.

5. Program of Sports – to organize and assume responsibility for activities such as:

- a. Preparation of facilities for athletic contests: e.g, field or gym set-up.
- b. Scheduling and calendaring joint use of facilities for practices and contests involving boys and girls teams.
- c. Preparation and follow-through for play-offs.
- d. Organizing and conducting awards affairs, including calendaring, communicating to coaches, students and families, programs, publicity, etc.
- e. Coaches meetings.
- f. Middle School Sports Program awards.
- g. Procuring officials for scheduled home contests.

6. Liaison

- a. to act as liaison between parents, athletes, and school.
- b. to attend Middle School Sports Site Coordinator meetings as scheduled.

Salary: \$2,500 per year on MDEA Supplemental Compensation Schedule

Approved by the Board of Education: \_\_\_\_\_