

Socorro Independent School District

Department of Athletics

Middle School Principals and Athletic Coordinators

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Coordinator:

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**Socorro Independent School District
Department of Athletics
Middle School Athletic Coordinators Duties**

- 1. Assemblies:** Works with administrators and coaches in organizing and conducting assemblies and pep rallies.
- 2. Banquets:** Works with administrator, coaches, and boosters in organizing and conducting banquets and other celebratory events.
- 3. Booster Activities:** Works with administration as liaison with athletic booster group(s).
- 4. Bus scheduling:** Collects requests from coaches and oversees process for obtaining buses for athletic events.
- 5. COPE, Safety Training, AED, Steroid Training, CPR, and 1st Aid Training:** Ensures that all coaches are certified in all areas and proof of certification on file in Athletic Office.
- 6. Eligibility:** Oversees the campus process for athletic eligibility reports and compliance with UIL, state, and local district regulations.
- 7. Evaluation of coaches:** Assists administrators in the evaluation of coaches as needed.
- 8. Facilities:** Works with administrators in completing maintenance of campus facilities.
- 9. First Aid Kits and Supplies:** Purchases, fills, and maintains first aid kits to in-season coaches.
- 10. Forms:** Assures that proper forms are on file for athletes and teams.
- 11. Hiring Coaches:** Assists in the hiring process of coaches for all sports on their campus.
- 12. Insurance:** Acts as campus resource for athletic insurance and claim forms.
- 13. Inventory of athletic equipment and uniforms:** Maintains a file for inventory of athletic equipment for all athletic programs and makes sure that a copy is on file at the Athletic Department and with Fixed Assets.
- 14. Medical coverage for athletic events:** Works with administration in hiring medical personnel to cover campus athletic events.
- 15. Meets and tournaments:** Works with coaches to organize cross country meets, track meets, and other sport tournaments.
- 16. Meetings:** Attends coordinator and preseason coaches meeting as required.
- 17. Ordering athletic equipment and uniforms:** Works with coaches and campus secretary on requisitions for athletic equipment, supplies and uniforms.
- 18. Practice schedules:** Works with coaches to coordinate team practice schedules, including setting gym time for volleyball and basketball teams.
- 19. Physical Examinations:** Arranges for physical examinations to be given at the campus at one or more times during the year.
- 20. Reporting Scores:** Monitors campus coaches reporting scores to Athletic Office.

21. Additional Duties: Performs additional duties as needed and as assigned by Athletic Director and/or Principal.