



HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE “B” JOB DESCRIPTION: UNIFIED SPORTS PROGRAM - DISTRICT COORDINATOR

QUALIFICATIONS:

1. Possesses New Jersey Teacher Certification, Certificate of Eligibility with Advanced Standing or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools.
2. Has prior experience as a coach or has participated in the sport to be coached. (preferred)
3. Demonstrates organizational abilities, communications skills and skills in interpersonal relations.
4. Possesses required criminal history background check, required drug/alcohol testing, and proof of U.S. citizenship or legal resident alien status.
5. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Special Services and/or Supervisor of Athletics, Health & Physical Education

JOB GOAL: To oversee and coordinate a cohesive district-wide program of enjoyable activities in a no-pressure atmosphere in order to enhance and develop a greater degree of self-esteem; to develop knowledge of basic skills and rules pursuant to the sport; and to promote a sense of discipline, team spirit and sportsmanship, in an inclusive environment.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership
 - a. Coordinates the work of the individual unified sports coaches, who in turn coaches individual participants, small groups and the team, as appropriate, in the skills necessary for achievement in the sport.
 - b. Knows and implements established rules and policies including:

- Specific rules governing the sport involved;
 - Guidelines contained in the Coaches' Handbook;
 - General policy & procedures of the school; and
 - Policy established by the Holmdel Township Board of Education.
 - c. Works closely with the Supervisor of Athletics, Health & Physical Education and/or building principal in scheduling practices and school-wide inclusive educational events.
 - d. Provides input to the Supervisor of Athletics, Health & Physical Education concerning the safety conditions of the facility or area in which the assigned sport is conducted.
 - e. Submits budget needs annually to the Director of Special Services in accordance with established timelines and guidelines.
 - f. Coordinates with unified club activities advisor in accounting for all program monies including, but not limited to those obtained through fundraising efforts.
2. Student Management
- a. Coordinates with unified sports coaches, who provide supervision of all students/athletes involved in the coach's particular activity at all times of involvement and oversees penalties for violation of such standards as stipulated by Unified Sports rules, Board policy, school procedures and the Coaches' Handbook.
 - b. Maintains necessary attendance forms, eligibility records, team roster and similar paperwork and provides information to the Director of Special Services as requested.
3. Professional Development
- a. Keeps informed about the latest information related to inclusive education and unified play, as well as activities offered by Special Olympics and Play Unified.
 - b. Participates in continuous study and research, and/or attends relevant conferences and/or workshops to maintain and enhance professional competence in accordance with district guidelines and budget allocations.
4. School and Community Relations
- a. Cooperates and shares professionally with other members of the staff including, but not limited to other coaches, and the larger community.
 - b. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/guardians as appropriate.

- c. Promotes awareness of the program by providing information to the principal and other relevant audiences, and the larger community, about the work of the program.

5. Other Assigned Duties

- a. Performs such other tasks and assumes such other responsibilities as may be assigned by the Director of Special Services and/or Supervisor of Athletics, Health & Physical Education

TERMS OF EMPLOYMENT: Salary to be established within the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of this job will be evaluated annually in accordance with the contractual agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Board Meeting

DATE: September 28, 2016