



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

SCHEDULE "B" JOB DESCRIPTION:

INTRAMURAL COORDINATOR

(INDIAN HILL SCHOOL)

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 in organizing and overseeing the implementation of an intramural athletic program (preferred).
3. Demonstrates organizational abilities as well as communication and interpersonal skills.
4. Successfully completes required criminal history check and has 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: Principal

JOB GOAL: To supervise and coordinate a program of intramural activities while providing support to each participating student in achieving a higher level of personal skill, an enhanced understanding of athletic involvement and teamwork, and an increased level of self-esteem.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership
 - a. Assesses the intramural activity needs and interests of the student body.
 - b. Designs an intramural program for the students which provides them with a variety of physical activities and which encourages extensive student involvement.
 - c. Communicates with the student body and encourages participation in the intramural program.
 - d. Ensures that parent permission has been received for each student who participates in the program.

- e. Works closely with the principal in scheduling the use of the facilities.
- f. Provides the principal with input concerning the safety conditions of the facilities and equipment being used for the intramural program.
- g. Oversees activities of the intramural program.
- h. Provides guidance of the students participating in the intramural program so they gain a better understanding of the rules and playing skills involved in the sports.
- i. Arranges for bus transportation for students participating in the intramural program.
- j. Submits budget needs annually to the principal in accordance with established timelines and guidelines.
- k. Recommends to the principal, the purchase of equipment and supplies, as appropriate.
- l. Accounts for use of program funds including, but not limited to monies obtained through fund raising efforts.

2. Student Management

- a. Provides 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 Board policy and school procedures.
- b. Maintains necessary attendance forms, eligibility records, participants lists and similar paperwork and provides information to the principal as requested.

3. Professional Development

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.
- b. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/guardians as appropriate.
- c. Promotes awareness of the intramural program by providing information to the principal and other relevant audiences.

5. Other Assigned Duties

Performs such other tasks and assumes such other responsibilities as may be assigned by the principal or designee.

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 Board's policy on the Evaluation of Schedule "B" Staff and the contractual agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Board Meeting

DATE: March 22, 1995