



WALL TOWNSHIP PUBLIC SCHOOLS

Title: WALL INTERMEDIATE SCHOOL ATHLETIC COORDINATOR

Qualifications:

1. Valid Teaching Certificate
2. Experience in Athletics
3. Knowledge of NJSIAA Rules and Regulations

Reports to:

1. Director of Athletics
2. Principal

Job Goal: To supervise extra-curricular athletic programs and provide students with an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport and the principals of fair play.

Performance Responsibilities:

1. Assists the Athletic Director/Principal in organizing and administering the overall program of extracurricular athletics, both intramural and inter-scholastic.
2. Provides input in the selection and assignment of athletic coaches.
3. Fosters good school – community relations by keeping the community aware of and responsive to the athletic program.
4. Assumes responsibility for the organization and scheduling of all athletic events.
5. Hires and schedules officials as required for all home games.
6. Assumes general responsibility for the proper supervision of home games.
7. Assumes responsibility for the organization and scheduling of athletic workers (scorekeepers/clock operators/supervision etc) for all home athletic events.
8. Arranges all details of visiting teams' needs.
9. Arranges transportation for athletic contest participants.
10. Prepares and administers the athletic program budget in cooperation with appropriate staff members, supplies, equipment, and uniforms for athletic programs.
11. Supervises the inventory, cleaning, storage, and care of athletic equipment.



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12. Keeps athletic financial records at paid home events.
13. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
14. Establishes the physical and academic requirements of eligibility for participation in each sport and verifies each athlete's eligibility at the beginning of each season.
15. Arranges the practice schedules for the coaches on the fields and in the gymnasium.
16. Helps to administer the insurance program covering school athletics in cooperation with the Business Office.
17. Collects and keeps records of the results of all athletic contests from the coaches.
18. Regularly checks athletic facility equipment (scoreboards, clocks, tables, chairs etc) to ensure they are in proper working order and arranges for required repair or replacement in a timely manner.
19. Reviews the intramural and interscholastic programs annually to determine recommendations for the continuation or termination of any programs.
20. Performs other duties as delegated by the Athletic Director/Principal

Terms of Employment:

Seasonal (Fall, Winter, Spring); Stipend shall be consistent with the terms and conditions of employment set forth in the collective bargaining agreement between the WTEA and the Wall Township Board of Education.

Evaluation:

Performance of this position will be evaluated annually in accordance with the Board's policy on evaluation of personnel.

Approved: January 20, 2026