

COORDINATOR – INTERSCHOLASTIC ATHLETICS
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Formulates and publishes all secondary interscholastic athletic schedules within the four county area serviced by BOCES (Westchester, Rockland, Dutchess and Putnam); does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the Director of Interscholastic Athletics, and in conjunction with the appropriate sport scheduling committee, an incumbent in this position formulates and publishes all secondary interscholastic athletic schedules. Incumbent also performs direct assigning of athletic officials and scheduling of games. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Formulates and publishes, using a specialized computer program, all secondary interscholastic athletic schedules. Schedules are based on criteria established at individual sport meetings with input from Director and appropriate sport scheduling committee. Examples of criteria: start and end date of a given sport season, number of games which must be played;

Formulates and publishes, using a specialized computer program, all initial officiating assignments in conjunction with the Director and the appropriate sport scheduling committee, Assignments are based on criteria established after an analysis of officiating rosters and availability and in conjunction with local officials associations which supply information as to which individuals are certified to officiate at which level of sporting event, e.g., official must be certified as qualified to officiate at a varsity level game;

Acts as primary liaison with officials' organizations and coordinates with these organizations in order to maintain and update all rosters of officials including verification of certification (official must pass a test in order to have certification) and classification;

Coordinates with office staff in order to compile information required for all group mailings, e.g., all officials receive computerized notices informing them of schedules and assignments;

Assists the Director in the assignment of post-season (Sectional) athletic contests (playoffs, regionals, semi-finals) in conjunction with the appropriate Section One sports committee. Committees have input as to which officials are best qualified to work these games;

Maintains, through a database, the School Interscholastic Athletic Directory which is a listing of all administrative (Superintendents, Principals, Athletic Directors) and coaching personnel in the school districts in the four county area serviced by the department. Publishes (prints out) and distributes this directory on an annual basis;

EXAMPLES OF WORK: (Illustrative Only) (con't)

Coordinates with officials organizations to compile and publish (print out and distribute through bulk mailing) ratings of officials requested by the local school districts and/or local Officials Associations. (After each game, coaches complete a survey which rates officials in 9 categories, such as knowledge of sport, promptness, etc.

Responds to telephone and written inquiries from both school personnel and officials related to initial schedules and officiating assignments;

Uses electronic mail distribution related to scheduling and assigning for member school districts that are on-line and can dial in directly for this information;

Ensures compliance with the Officials Contract, by making sure all deadlines are met, e.g., that officials have their assignments by a certain date, that they receive certain rates of pay as established in the contract;

Maintains and distributes appropriate specialized forms related to tournaments, extra fees to officials, priority contests, preferred non-select officials (schools may indicate a preference not to have certain officials if there have been any problems in the past);

Performs other responsibilities related to scheduling and assigning as determined by the Director.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of personal computers and related data management systems; knowledge of office procedures; ability to prioritize workload; ability to work under pressure; ability to maintain effective working relationships; ability to communicate effectively both orally and in writing; organizational skills; good judgement; initiative; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) Bachelor's degree and one (1) year work experience which must have involved the use of an automated database management system; or (b) Associate's degree and two (3) years of work experience which must have involved the use of an automated database management system; or (c) five (5) years work experience as stated in (a); or (d) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: College may be substituted on a year for year basis for up to a maximum of 3 years of the general experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.