

**Vigo County School Corporation
Position Description**

Position Title: Coordinator of VCSC Athletic Programs

Qualifications:

Required: A high level of ethics and integrity, and a Bachelor's Degree with at least three years of successful, relevant, full-time professional experience in leadership and/or supervisory role related to managing facilities, equipment and supplies, youth activities, and the work of personnel.

Desired: Though not required, a State of Indiana School Administrator's License or Athletic Director certification is preferred. A minimum of five (5) years of experience in public education or equivalent supervisory experience, part of which shall preferably include classroom teacher and/or administrator experience.

Department: Curriculum and Instruction up to 260 days
Reports to: Superintendent or Superintendent's Designee

Prepared by: Superintendent Date: December 2025
Approved by: Superintendent Date: December 2025

SUMMARY: This position is intended to be a shorter term position whose primary purpose is to assist in implementing the VCSC Reorganization Plan. In addition to other duties that may be assigned by the Superintendent, the Coordinator of VCSC Athletic Programs will be responsible for:

Coordinating the implementation of the VCSC Reorganization Plan as it pertains to VCSC athletic programs.

Collaborating with stakeholders, including Administrators, teachers, and parents, to deliver effective and exemplary athletics programs that meet the needs of each student; this includes maintaining up-to-date policies and procedures that guide VCSC athletic programs.

Coordinating fundraising efforts that support VCSC athletic programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Other duties may be assigned):*

1. Coordinate the implementation of the VCSC Reorganization Plan as it pertains to VCSC athletic programs.
2. Make recommendations to the Superintendent as it relates to VCSC athletics programs.

3. Coordinate consistent procedures and practices across the VCSC as it pertains to athletics programs.
4. Work with Building Administration to coordinate the development, implementation, and management of a comprehensive, secondary age-appropriate strength and conditioning program that is tailored to various sports and individual needs while emphasizing safety, proper technique, and long-term student and athlete development.
5. Assist principals in supervising and evaluating VCSC athletic directors.
6. Maintain an active athletics program which promotes sportsmanship throughout the district, including sportsmanship exhibited by parents and community members.
7. Administer district interscholastic policies and procedures in compliance with the Indiana High School Athletic Association.
8. Assist athletic directors, extra-curricular activity sponsors/directors/coordinators, and the Chief Communications Officer in maintaining a corporation calendar of activities. 8. In addition to school-based athletic directors, represent the school and the district at athletic conference and state meetings.
9. Assist in managing the use of athletic facilities.
10. Coordinate and recommend changes in athletic activities, procedures and policies, including those offered at the elementary and middle school levels.
11. Evaluate athletic programs on a regular basis, always seeking ways to improve them, and make recommendations to improve them to principals and the superintendent.
12. Resolve conflicts which may arise among school athletic departments and other extra-curricular activities, etc.
13. Maintain accurate records for each athletic activity.
14. Coordinate the management of the Athletic Council.
15. Assist athletic directors in working with athletic booster groups.
16. Serve as liaison between athletic directors and coaches and assist them with fundraising to support student participation in athletic activities, and athletic booster groups.
17. Annually review all athletic activity policies, procedures, and handbooks.
18. Assist each school's athletic director with contracting athletic contests and related activities.
19. Assist each school's athletic director with contracting game officials.
20. Assist each school's athletic director in making arrangements for interscholastic events (i.e. transportation, lodging, meals, etc.).

21. Assist each school's athletic director in making arrangements for medical services to support the athletic program, including the process of having medical personnel available at all home varsity football games, basketball games, and other larger athletic events; helping VCSC athletes access physical examinations, etc.
22. Assist each school's athletic director in making arrangements for safety and security services at all home events.
23. Assist each school's athletic director in planning, organizing, and supervising athletic awards programs.
24. Assist each school's athletic director in managing athletic budgets, athletic ticketing, and fundraising efforts.
25. Assist athletic directors and extra-curricular activity sponsors/directors in supervising the acquisition/ordering of equipment and supplies.
26. Assist athletic directors and extra-curricular activity sponsors/directors/coordinators in supervising the acquisition/ordering of equipment and supplies.
27. Assist athletic directors in the recruitment of coaches and staff to support each schools' Athletic Department.
28. Assist athletic directors in recommending new hires to the Principal.
29. Assist athletic directors in supervising the Assistant Athletic director(s), coaches, faculty managers, middle school athletic personnel, and any other personnel needed to successfully implement athletic and extra-curricular activities to support VCSC students.
30. Assist athletic directors in evaluating coaching staff and in making recommendations to the Principal regarding job assignments.
31. Assist athletic directors and extra-curricular activity sponsors/directors/coordinators in providing/arranging for professional learning for coaches, athletic department staff members, athletic directors, and extra-curricular activity sponsors/directors/coordinators.
32. Assist athletic directors in coordinating the use of district athletic facilities by groups outside of the corporation (in consultation with respective Principals), such as but not limited to COA, the Torpedoes, the Boys and Girls Club, etc.
33. Assist athletic directors in recommending athletic facility improvements and equipment replacements to the Principal, Chief Operations Officer, and, as it pertains to the VCSC Reorganization Plan, the Superintendent.
34. Assist athletic directors in maintaining an inventory of equipment and supplies, coordinating the cleaning, repairing, and storage of all equipment and supplies, and coordinating with the district maintenance team regarding the maintenance and repair of athletic and extra-curricular facilities, including both indoor and outdoor facilities.
35. Assist the athletic directors in maintaining a positive reputation and high-visibility for each program.

36. Assist athletic directors in actively encouraging involvement among VCSC students in athletic and other extra-curricular programs.
37. Remain informed of progress and new developments in the field of specialty. Assumes responsibility for one's own professional growth and development, for keeping current with literature and new research findings, and for attending appropriate professional meetings.
38. Other duties as assigned by the Superintendent, or her/his designee.

Other Requirements:

Language Skills: Ability to read and interpret documents such as computer software manuals and procedure manuals. Ability to write procedures for students. Ability to communicate with parents/guardians.

Mathematical Skills: Ability to add, subtract, multiply and divide all units of measure, using whole numbers and decimals. Ability to compute rate, ratio and percent. Ability to analyze education statistics.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to learn from previous experience and apply this learning to future situations.

Other Skills and Abilities: Ability to establish and maintain effective working relationships with students, parents/guardians, and colleagues. Ability to perform duties with awareness of all district requirements, Board of School Trustees policies, applicable state and federal statutes and regulations, etc.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is continuously required to sit, stand, walk, use hands to finger, handle, or feel objects; operate computers and other office machines and equipment; reach with arms and hands; talk and hear on the telephone and in other interactions. The employee must frequently lift and move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. There are no environmental hazards indicated for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job requires the ability to respond to multiple demands at the same time. While performing the duties of this position, the employee will be expected to work at a computer for several hours at a time. The noise level in this environment is quiet. Driving a vehicle to conduct work at school sites is required. Non-standard work hours may be necessary.



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The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

Vigo County School Corporation is an EQUAL OPPORTUNITY EMPLOYER. We do not discriminate on the basis of race, color, religion, sex, age, national origin or disability.