

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** INTERSCHOLASTIC ATHLETIC COORDINATOR

**TITLE #:** 1352

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for the administration of interscholastic sports programs for Orange County Interscholastic Athletic Association (OCIAA) member school districts. The incumbent is responsible for the implementation of budget, financial reports and for assuring compliance with New York State Public High School Athletic Association (NYSPHSAA) rules and regulations throughout the OCIAA. Responsibilities include preparation of all league schedules and assignment of officials for all league games. Work is performed under the general direction of the Assistant Superintendent of Finance with wide leeway allowed in carrying out the details of the work. Supervision is exercised over staff in the Interscholastic Office. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Compiles, with the aid of the league representatives, all league schedules within timeframes identified in the OCIAA Constitution;

Maintains roster of officials and assigns officials to all league games;

Evaluates officials and makes recommendations regarding their continuing employment;

Chairs the Athletic Directors workshop meetings and maintains and distributes minutes of each meeting;

Plans and coordinates classes to prepare district staff for compliance with interscholastic coaching regulations;

Recommends the employment of teachers of inservice courses to the District Superintendent;

Works with officials' groups to establish a uniform system of evaluation and rating;

Develops and prepares the annual program budget for athletics;

Advises schools on NYSPHSAA rules and regulations;

Arranges the annual athletic awards program and secures awards as necessary;

Attends league, Section IX and State Athletic Association meetings as required;

Responsible for updating numerous websites.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of NYSPHSAA rules and regulations; thorough knowledge of the rules and regulations governing a wide variety of team sports including, but not limited to, football, soccer, basketball, volleyball, golf, baseball and wrestling; ability to develop all league schedules; ability to prepare and maintain budgets; ability to supervise the work of others; ability to maintain files and records; organizational ability; thoroughness; skill in both oral and written communication; human relations skills; computer skill involving standard word processing, e-mail, calendar, spreadsheet or other database software; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelors degree, or higher, and two (2) years of paid experience in the administration of an interscholastic sports program; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates degree and four (4) years of experience as outlined in (A); OR
- (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as outlined in (A) above; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.