

## Sample Job Description Adapted Sports Area Coordinator

### DUTIES AND RESPONSIBILITIES

Supervises the overall adapted sports athletic program for the district and/or partnering agency

Administers all school district and/or partnering agency adapted interscholastic policies and procedures as well as the Rules of the American Association of Adapted Sports Programs, Inc. (AAASP) and the State High School Association

Develops a comprehensive adapted sports registration packet for students with orthopedic impairments, other health impairments, traumatic brain injury, and sensory impairments

Reviews eligibility and medical history for each registrant

Maintains a permanent file of medical examinations, parent consent forms for each participating student athlete

Submits all required forms and paperwork to the Association prior to and following each adapted sports season

Obtain required sport(s) specific certification in the AAASP coach's education course

Completes all required paperwork and submits documents to AAASP by established deadlines

Ensure coaches receive and maintain the required certifications necessary to coach an adaptedSPORTS<sup>®</sup> team

Observe coaches sufficiently in order to make future recommendations in terms of job duties and job assignments

Plans for all adapted interscholastic transportation (if provided) including all practices and contests

Attends at least one practice for each of the assigned teams and is available to each team as needed throughout each adapted team sports season

Attends all home adapted athletic contests and functions as a site administrator for those games. Assist the officials with issues related to the physical plant, security, inclement weather, medical emergencies, etc.

Work with the Association to ensure that each home contest has the required officials necessary to call the game and that the table officials are trained and prepared

Report scores to the Association office the next business day following the home contest

Notifies team, parents, bus drivers and officials when any contest has been canceled or postponed because of weather or other hazardous conditions

Seeks ways to support and finance specific needs of the program

Provides for all cleaning, repairing, and storing of all adapted sports equipment

Maintains an accurate inventory of all equipment

Attend mandatory meetings and clinics established yearly by the Association and represent the department at league and state meetings

Serves as department liaison to the Association

Assure the adapted sports meet established safety requirements and standards set forth in the ADA, IDEA, Section 504, AAASP, and the State High School Association

Works in cooperation with school Principals or agency administrators to provide an appropriate and accessible venue for the adapted sports

Works to establish and maintain community partners to provide additional resources to the program