

# Middle School Athletic Coordinator Effectiveness Rubric (v.2020)

Printed: December 10, 2020 at 9:14am



**Center Grove**  
Community School Corporation  
Greenwood, Indiana

## Domain 1: Program Administration (25.00%)

### 1.1 Vision

#### Highly Effective

Elements of effectiveness plus evidence of program alignment with intra-district middle schools (1.1.HE)

#### Effective

Program complements the academic mission of the school, leverages for improved athletic skill and academic achievement, and is inclusive of intermediate academy participation where appropriate (1.1.E)

#### Improvement Necessary

Program inconsistently pairs athletic development, academic achievement inconsistently involves intermediate academy participation (1.1.IN)

#### Ineffective

Program displays a significant disconnect among athletic development, academic achievement limited involvement of intermediate academy (1.1.I)

### 1.2 Policy

#### Highly Effective

Elements of effectiveness plus alignment of policy and procedure with intra-district middle schools, organization of an eligibility tutoring program seasonal meetings with team guardians organization/communication of athletic physical opportunities, and/or other (1.2.HE)

#### Effective

Athletic policy is developed through appropriate channels, aligned with governing bodies (associations, district, school), communicated with constituents and administered in the spirit of fairplay This includes but is not limited to eligibility, athletic physicals, team selection, discipline of players, recommendation of discipline for coaches, and awards (1.2.E)

#### Improvement Necessary

Inconsistent oversight of the elements of proficiency effectiveness (1.2.IN)

#### Ineffective

Impaired oversight of the elements of proficiency effectiveness (1.2.I)

### 1.3 Finance

#### Highly Effective

Elements of effectiveness plus creative and/or substantial acquisition of resources the existence of checks and balances that support prescribed accounting practices (1.3.HE)

#### Effective

Beyond compensation of coaches and event workers and miscellaneous materials/services provided by the district, the program is financially self-sufficient, resources are equitably budgeted among participant needs, and gates and receipts are processed in timely fashion using prescribed accounting practices (1.3.E)

#### Improvement Necessary

Inconsistent oversight of the elements of proficiency effectiveness (1.3.IN)

#### Ineffective

Impaired oversight of the elements of proficiency effectiveness (1.3.I)

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## Domain 2: Staffing and Scheduling (25.00%)

### 2.1 Coaches

#### Highly Effective

Elements of effectiveness plus evidence of coaches working beyond expectations for the benefit of student/athlete/program development including attending professional development activities, partnering opportunities with high school coaches, and/or planning team events (2.1.HE)

#### Effective

Coaches are attracted, interviewed, recommended for hire, trained, supported, supervised, compensated, evaluated, and recommended for renewal/discipline/dismissal (2.1.E)

#### Improvement Necessary

Inconsistent oversight of the elements of proficiency effectiveness (2.1.IN)

#### Ineffective

Impaired oversight of the elements of proficiency effectiveness (2.1.I)

### 2.2 Schedules

#### Highly Effective

Elements of effectiveness plus deference to the master school and district calendar, sensitivity to academic events, and rescheduling of postponed events as possible (2.2.HE)

#### Effective

Activity schedules are developed that accurately include date, time, and location of events, are based on contracts where appropriate, are balanced between home and visiting events, and are published and effectively communicated with all constituents

Amendments to schedules are broadly communicated resulting in mitigated inconvenience to participant schools, players, parents, coaches, workers, officials, and fans (2.2.E)

#### Improvement Necessary

Inconsistent oversight of the elements of proficiency effectiveness (2.2.IN)

#### Ineffective

Impaired oversight of the elements of proficiency effectiveness (2.2.I)

### 2.3 Equipment and Facility

#### Highly Effective

#### Effective

#### Improvement Necessary

#### Ineffective

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|   |  |   |  |
|---|--|---|--|
| <p>Elements of effectiveness plus coordinated scheduling that allows multipurpose use of facilities, coincides with other school needs, and/or may dis/assembled within normal custodial shifts</p> <p>Facility preparation that attracts compliments of visiting teams and fans (2.3.HE)</p> | <p>Equipment is acquired, maintained to acceptable standards of safety and performance, equitably shared among activities and updated/replaced in accordance with governing recommendations</p> <p>Medical kits and emergency medical cards are kept current</p> <p>Facilities are reserved through appropriate channels and prepared for safe competition with concerns/repairs communicated to school administration and Porter Service</p> <p>Uniforms are equitably renewed and maintained in a fashion that proudly represents the MSD Warren brand (2.3.E)</p> | <p>Inconsistent oversight of the elements of proficiency effectiveness (2.3.IN)</p> | <p>Impaired oversight of the elements of proficiency effectiveness (2.3.I)</p> |
|---|--|---|--|

## Domain 3: Event Administration (25.00%)

### 3.1 Event Administration

| Highly Effective  | Effective  | Improvement Necessary  | Ineffective   |
|---|--|--|---|
| <p>Elements of effectiveness plus representing school at a number of visiting events (3.1.HE)</p> | <p>Supervises all hosted events, or makes arrangements for administrative coverage otherwise (3.1.E)</p> | <p>Inconsistently supervising hosted events and/or arranging for administrative support otherwise (3.1.IN)</p> | <p>Burdensome inconsistency in supervision of hosted events and/or arranging for administrative support otherwise (3.1.I)</p> |

### 3.2 Staffing

| Highly Effective   | Effective   | Improvement Necessary   | Ineffective  |
|--|---|---|--|
| <p>Elements of effectiveness plus a backup system that accounts for cancellations and/or changing needs of an event (3.2.HE)</p> | <p>Required event officials are contracted for all hosted events. Appropriate quarters and compensation are provided</p> <p>Needed event workers are hired, trained, supervised, and reported for compensation</p> <p>Warren police and athletic trainers are notified of support needs for hosted events (3.2.E)</p> | <p>Inconsistent oversight of the elements of proficiency effectiveness (3.2.IN)</p> | <p>Impaired oversight of the elements of proficiency effectiveness (3.2.I)</p> |

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## 3.3 Transportation

Highly Effective

Elements of effectiveness plus arrangements for alternative forms of transportation and/or combining team/trips when possible to reduce transportation costs (3.3.HE)

Effective

Arrangement of transportation for all visiting events

Scheduling of events that is mindful of weeknight travel time and travel costs

Arranging for adult supervision on all event transportation and adherence to an accountability protocol for participants that are using oneway district transportation (3.3.E)

Improvement Necessary

Inconsistent oversight of the elements of proficiency effectiveness (3.3.IN)

Ineffective

Impaired oversight of the elements of proficiency effectiveness (3.3.I)

## Domain 4: Professionalism (25.00%)

### 4.1 Contribute to School Culture

Highly Effective

Go above and beyond in dedicating time and assuming non-athletic leadership roles within the school or at the district level (4.1.HE)

Effective

Dedicate time to helping student/athletes, parents, coaches, teachers, and/or Administration

Assist with needs of the school including classroom coverage, lunch/hallway/transportation supervision, and/or other duties assigned by the principal (4.1.E)

Improvement Necessary

Inconsistent dedication of time and talents pursuant to the elements of proficiency effectiveness (4.1.IN)

Ineffective

Resistance to dedication of time and talents pursuant to the elements of proficiency effectiveness (4.1.I)

### 4.2 Communication

Highly Effective

Effective

Improvement Necessary

Ineffective

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Elements of effectiveness plus maintenance of social networking outlet(s) specific to the athletic program, assistance with the organization of and participates in middle/high school coaches meetings, and promotion of program opportunities and accomplishments with media (4.2.HE)

Serves as a liaison for communication between/among athletes, coaches, parents, teachers, administration, and high school

Communicates schedule changes to all constituents

Responds to concerns in timely fashion, and arranges for meetings between coaches and parents as needed

Communicates program achievements, concerns and needs to appropriate outlets

Participates in team/guardian meetings (4.2.E)

Inconsistent communication evidenced by creation of confusion and/or delay (4.2.IN)

Lack of communication creates significant confusion and/or delay (4.2.I)

## 4.3 Professional Knowledge and Development

Highly Effective

Elements of effectiveness plus membership in a professional organization, participation in conference/county/State athletic meetings, completion of coursework, and/or attainment of athletic administration certification (4.3.HE)

Effective

Regularly collaborates with intra-district athletic colleagues, stays abreast of rule changes and effective coaching techniques and remains connected to professional development offered to teachers at the school level (4.3.E)

Improvement Necessary

Inconsistent participation in growth opportunities (4.3.IN)

Ineffective

Resistance to participation in growth opportunities (4.3.I)

## 4.4 Attendance

Highly Effective

Absent for no more than the equivalent of 2.5 school days per year (4.4.HE)

Effective

Absent for no more than the equivalent of 3.0-5.5 school days per year (4.4.E)

Improvement Necessary

Absent for no more than the equivalent of 6.0-9.5 school days per year (4.4.IN)

Ineffective

Absent for the equivalent of 10 or more school days (4.4.I)