

**PUTNAM COUNTY SCHOOLS
JOB DESCRIPTION**

Position: High School Athletic Director

Evaluated by: Principal

Job Description: Serve as Athletic Director of the school.

Qualifications: Holds or qualifies for a West Virginia Professional or Temporary Teaching Certificate.*

*An employed, regular professional educator at the school is preferred.

Responsibilities: In addition to abiding by established laws, policies, rules and regulations, the Athletic Director shall have the following responsibilities and duties:

1. Prepare a proposed budget for all athletic events, including recommended equipment needs.
2. Provide the principal with a copy of the proposed athletic budget.
3. Submit to the principal all requisitions for athletic equipment, film for athletics, equipment and athletic facility repairs, etc.
4. Schedule all athletic events, hire officials by contract, and prepare game contracts.
5. Arrange transportation for all athletic events.
6. Provide eligibility forms for each sport.
7. Ensure that all students participating in athletics have an insurance form and results of a physical exam on file at the school.
8. Prepare proper requisition forms for all expenses prior to an event (officials, game guarantees, meals, etc.).
9. Prepare proper forms after an injury and when medical treatment has been administered.
10. Arrange for athletic banquets and/or awards.
11. Ensure that all equipment and uniforms have been inventoried and properly stored.
12. Ensure that all athletic teams have proper first aid equipment during practice sessions and games.
13. Provide the principal/assistant principal with information pertinent to the coaches' evaluations.
14. Maintain written records of all long distance telephone calls.
15. Work with cheerleader sponsor(s) and cheerleaders in coordinating activities.
16. Arrange half-time activities for football and basketball games and work with band directors of home and visiting schools regarding seating, time limits, etc.
17. Arrange for a public address system, an announcer and a scoreboard operator for sports that require such service.
18. Handle all athletic fees that must be submitted to the office.
19. Encourage coaches to join coaching organizations.
20. Organize coaches' meetings for the school.