

# PLEASANTS COUNTY SCHOOLS



## JOB DESCRIPTION – ATHLETIC DIRECTOR

**Qualifications:** Meet minimum Standards for Certification as set forth by the West Virginia Board of Education Policy 5202 in Minimum Requirements for the Licensure of Professional Personnel and the qualification as outlined in West Virginia §18A-4-7a.

- Background in athletics preferred.
- Knowledge of the rules and regulations per WVSSAC.

**Immediate Supervisor:** Principal and/or Assistant Principal

**FLSA Status:** Exempt

**Evaluation:** Performance in this position will be evaluated by the building principal and in accordance with WV State Code §18A-2-12 and WV State Board Policy 5310

**Term of Employment:** Determined by the Pleasants County Board of Education and Delineated on the district Supplemental Schedule

**Salary:** Determined by the Pleasants County Board of Education

### **Expectations / Duties and Responsibilities:**

- Maintains knowledge of and adheres to all district policies and procedures
- Annually reviews and communicates policy, rules, guidelines changes to the coaching staff.
- Adheres to all financial policies and procedures of the district in regard to the collection and disbursement of money, expenses, and receipts.
- Develops oversees and manages the athletic department budget.
- Maintains knowledge of and adheres to all conference and West Virginia Secondary Schools Athletic Commission (WVSSAC) rules and guidelines.
- Ensures that appropriate rules and regulations regarding the conduct and eligibility of athletic activities and athletes are adhered to.
- Attends league, conference, and WVSSAC meetings.
- Appropriately maintains and secures confidential student records and inquiries.
- Maintains necessary records and completes required paperwork in a specified time and manner.
- Maintains a high degree of professionalism and interacts with student, parents, community, staff and the media in a positive manner.
- Commands respect by example in appearance, manners, behavior, and language.
- Interacts thoughtfully and courteously with students, staff, parents, fellow coaches, and officials and resolves conflict in a professional manner.
- Supervises and coordinates scheduling, contracting, and making transportation arrangements for individual sports.
- Secures officials for athletic contests and prepares written contracts, as necessary.

- Coordinates WVSSAC and conference activities and requests.
- Maintains and supervises current eligibility records.
- Assumes responsibility of preparation for home athletic contests, including arrangements relative to gate-workers, tickets, change boxes, refreshments, auxiliary helpers, and security.
- Works collaboratively with head coaches of their perspective sport to coordinate athletic awards, recognitions and nominations.
- Oversees fund-raising activities.
- Rotates with other administrators in supervision of athletic contests.
- Serves as liaison between the coaching staff and the boosters clubs.
- Serves as a liaison between the coaching staff and the faculty.
- Oversees and manages all athletic equipment and facilities.
- Monitors coach's maintenance of equipment and uniforms inventories at the end of each season.
- Makes recommendations for facility improvements.
- Works collaboratively with coaches to insure a safe environment and facilities for student athletes at all times.
- Coordinates facility use for all athletic events with other school activities.
- Works collaboratively with the principal in the observation and evaluation of coaches and when necessary provides input regarding informal / formal discipline of coaching staff.

**PHYSICAL DEMANDS:**

The physical demands described 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 frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.*

**Perform Other Job-Related Duties and Responsibilities as Assigned by the Principal and/or Assistant Principal**

**Amended:** October 25, 2016