

POSITION:

Athletic Director (Cooperative and School Level)

REPORTS TO:

Superintendent

APPROVAL DATE:

January 11, 2021

FLSA STATUS:

Exempt

TERMS OF EMPLOYMENT:

In accordance with identified calendar and cooperative practices

EVALUATION:

In accordance with approved cooperative practices

SUPERVISORY RESPONSIBILITIES: All identified cooperative activities and respective district elementary activities

SUMMARY:

The Athletic Director is responsible for the administration, supervision, evaluation, and promotion of the athletic activities and programs within AC/DC Cooperative and the elementary athletic program his/her respective district.

QUALIFICATION/BASIC JOB REQUIREMENTS:

1. Certified administrator preferred
2. BA/BS Degree in Education (preferred but not required)
3. Coaching experience desired
4. Must have certification in Methods of Coaching, First Aid and Concussion
5. Current employment within the District/Cooperative (preferred but not required)
6. Excellent organizational and communication, and technology skills

ESSENTIAL COOPERATIVE DUTIES AND RESPONSIBILITES:

Personnel

1. Assists in the selection, employment, assignment, and supervision of coaching personnel.
2. Evaluates head and assistant coaches annually. Creates and implements Plans of Improvement, if needed.
3. Provides orientation to coaches.
4. Responsible for timely submission of all paperwork associated with paying workers and officials.
5. Ensures that all coaches complete required training and coursework.
6. Knowledgeable of and enforces state, conference and local rules, regulations and guidelines.

Policies/Regulations/Record-keeping

1. Ensures all participants have proper physical examinations and other required paperwork on file prior to the start of practice.
2. Ensures concussion protocols are followed
3. Administers the system of awards, and recommends any changes in the system.
4. Maintains records of all teams and individuals where individual sports are concerned.
5. Takes the leading role in providing safety for students, coaches, officials, and fans.
6. Follows procedures that are outlined regarding student, coaching, parent, or public concerns/complaints
7. Responsible for distributing keys, supplies etc to coaches and responsible for collecting same from coaches at the conclusion of their seasons.

Practices/Events

1. Coordinates all athletic activities.
2. Keeps an accurate calendar of all contests/events and lists them on the master District calendar and communicates changes.
3. Responsible for scheduling all athletic transportation, communicating transportation schedule to administration and coaches.
4. Schedules contests/events, practices, selects and contracts officials/volunteers, and makes arrangements for conducting interscholastic contests/events in all activities, subject to approval of the building supervisor and/or cooperative representatives.
5. AC athletic director and DC athletic director prepare field/court/track for events and dismantle field/court/track after events at his/her respective school. Coordinates set up/take down with janitorial staff.
6. Attends all home athletic events, and post-season events, providing student supervision as needed. Responsible for picking up cashbox for ticket takers and depositing cash after events.
7. Enforces locker room expectations of students.

Communication

1. Serves as the administrator responsible for coordinating information with the SDHSAA.
2. Responsible to inform administration in a timely manner of any problems, concerns, or other items of interest.
3. Informs coaches of the procedures to be followed in reporting game results to the media both locally and regionally.
4. Responsible for communicating expectations to coaches.
5. Responsible for scheduling and sharing broadcasting information for all events.
6. Submits a written report for monthly board meetings and attends board meetings as requested.
7. Attends administration team meetings as requested.

Finance

1. Requisitions equipment and supplies for all activities; Responsible for the proper care and maintenance of equipment/supplies and keeps an up-to date inventory.
2. Provides a detailed, timely, annual budget request to the business office, and likewise relays budgetary information to coaching and supervisory staff members.
3. Performs other duties as assigned

WORKING 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.*

The noise level in the work environment is usually moderate to loud. Duties are performed indoors and occasionally outdoors. The employee must be able to work effectively with a myriad of teachers, administrators, parents, and various outside groups.

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 regularly required to sit, talk, and hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch and crawl. The employee must occasionally push or lift up to 50 pounds such as boxes and AV/ VCR carts. The employee is directly responsible for the safety, well being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and 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.

The information contained in this job description is for compliance with the American with Disabilities act (A.D.A.) and is not an exhaustive list of the duties performed for this position.
