

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Athletic Director
Department:	North Kingstown High School
Reports to:	High School Principal
Supervises:	High School and Middle School Coaches
Description of job:	
Summary of Responsibilities:	
<p>Overall responsibility for the interscholastic athletic program in the district. Responsible for a range of administrative responsibilities including coach evaluation and performance improvement.</p>	
Essential Functions:	
<ol style="list-style-type: none">1. Organizes, administers, and coordinates the overall program of interscholastic athletics for the district.2. Chairs committees for selection, assignment and evaluation of athletic coaches.3. Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.4. Assumes responsibility of the organization and scheduling of all interscholastic athletic events.5. Hires officials, game personnel, policemen as required, and assumes general responsibility for the proper supervision of home games.6. Arranges transportation for athletic contest participants.7. Arranges provision for meals for athletes and coaches when opponent is 50 miles or more from a district boundary line.8. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.9. Establishes the physical and academic requirements of eligibility for participation in each sport, and verifies each athlete's eligibility.10. Prepares and administers the athletic program budget with support from the high school attendance clerk.11. Requisitions, in cooperation with appropriate staff members, supplies, uniforms, and equipment for athletic programs.12. Oversight of all district athletic spaces including the new turf athletic complex.13. Supervises the cleaning, storage and care of all athletic equipment.14. Supervises all ticket sales and fund-raising events connected with the athletic program, and assumes responsibility for proper handling and accounting of monies involved.15. Arranges all details of visiting teams' needs.16. Arranges the practice schedule for the coaches on the fields and in the gymnasiums.17. Administers the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims.18. Maintains records of the results of all middle school and high school athletic contests and maintains a record file of all award winners, stating the date and type of award, including athletic scholarships.19. Serves as liaison with colleges regarding promising North Kingstown school athletes.20. Directs an in-school program designed to foster support for the athletic teams and school spirit among non-participants.21. Plans and supervises a seasonal recognition program for school athletes.22. Schedules and coordinates internal and external usage of the building along with follow-up evaluation.23. Responsible for the budget, selection of sponsors, scheduling of meetings, transportation and program evaluation for all clubs and activities at the high school.	

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24. Responsible for public relations, press releases, newsletters, alumni relations and student of the month for the high school.
25. Responsible for supervision, inspection and feedback regarding cleaning of gyms and athletic areas.
26. Monitors student behavior at all academic, sports, social and extracurricular events, including lunch periods and initiates appropriate disciplinary action as required in accordance with school district policies.
27. Submits all new coaching appointments to Human Resources once all required paperwork has been completed for superintendent approval.
28. May be required to evaluate PE staff.
29. All other duties and responsibilities assigned by the high school principal.

Protective Personal Equipment:

Classification:	Sedentary:	Light:	Medium: x	Heavy:	Very Heavy:
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Classification Key:

Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;
Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;
Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;
Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;
Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.

Driving Requirements:	None:	Manual: own vehicle	Automatic: own vehicle
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Work Environment

Floor Surface:	Tile, carpet, pavement, and grass		
Inside:	Up to 100%	Outside:	Up to 50%
Lighting:	Incandescent or Flourscent		
Vibration:	n/a		

PHYSICAL DEMANDS

LIFTING

Maximum weight lifted: up to 50 pounds occasionally

WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.			X			
20 – 35 lbs.			X			
35 – 50 lbs.			X			

CARRYING

Maximum weight carried: up to 50 lbs.

WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.			X			
20 – 35 lbs.			X			
35 – 50 lbs.			X			

PUSHING/PULLING

Maximum push/pull: 35 lbs.

WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.			X			

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20 – 35 lbs.			X		
35 + lbs	X				

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting				X	
Standing			X		
Walking			X		
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping		X			
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Three years documented teaching experience in the secondary grades. Valid Rhode Island Coach’s certification. Experience as a head coach.

License/Certificate/Certification:

Administration certification preferred or willing to pursue/attain within three years.

Technological and/or Technical Skills:

Microsoft office, word, excel

Communication Skills:

Strong oral and written communications skills. Demonstrable presentation and platform skills.

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Planning Skills:

Ability to effectively plan and prioritize.

Strong organizational skills, time-management skills, and follow-through with tasks and promises.

Interpersonal and Problem solving skills:

Ability to interact with coaches and community members in a positive and respectful manner.

Capability to work collegially with all levels of administration and staff.

Exhibits strong professional judgment.

Anticipates problems and utilizes a problem solving approach.

Ability to accept feedback in order to grow as a professional.

Terms of Employment:

Per contract

Evaluation:

Annually

Date: 3/2016, 7/2020