

PLEASANTS COUNTY SCHOOLS JOB DESCRIPTION
ASSISTANT PRINCIPAL- DIRECTOR OF ATHLETICS

QUALIFICATIONS:

1. Valid WV Administrative certificate endorsed for grades K-12
2. Background in athletics preferred.
3. Knowledge of the rules and regulations per WVSSAC.

IMMEDIATE SUPERVISOR: Head Principal

General Responsibilities:

A. Leadership

1. Demonstrates knowledge and leadership relative to program responsibilities.
2. Schedules activities and work efficiently.
3. Exercises good judgment and decision-making skills.
4. Observes and supervises programs, procedures, and/or processes relative to his/her areas of responsibility.

B. Program Improvement Process

1. Establishes a data base and makes decisions based on such data.
2. Reinforces areas of strength.
3. Works to establish priorities among identified needs.
4. Addresses established priority needs.

C. Relationships

1. Is accessible to administrators, coaches, pupils, parents and other patrons.
2. Displays a congenial attitude and good working relationships with staff members, pupils, parents, patrons, and other administrators.
3. Assists with public relations and information program.
4. Supports and provides technical assistance to staff members in implementing programs and solving problems.

D. Professional Work Habits

1. Adheres to established laws, policies, rules and regulations.
2. Interacts appropriately with students, other educational personnel, and parents.
3. Participates in activities that foster professional growth.
4. Is punctual with reports, records and in reporting to work.
5. Performs assigned duties and responsibilities.
6. Strives to meet county/school goals.

E. Communication

1. Communicates professionally and effectively, orally and in writing.

F. Other Duties and Responsibilities

1. Administers and coordinates Alternative Education programs.
2. Performs other job-related duties and responsibilities as assigned by the superintendent and/or assistant superintendent.

Athletic Program Duties and Responsibilities:

1. Prepares, administers, and monitors the athletic budget.
2. Supervises and coordinates scheduling, contracting, and making transportation arrangements for the various sports.
3. Secures officials for athletic contests, preparing written contracts as necessary.
4. Coordinates WVSSAC and LKAC activities and requests.
5. Maintains and supervises a current eligibility file.
6. Assumes responsibility of preparation for home athletic contests, including arrangements relative to gate-workers, tickets, change boxes, refreshments, auxiliary helpers, and security.
7. Oversees the athletic insurance and maintains current files thereof.
8. Coordinates athletic awards.
9. Oversees fund-raising activities.
10. Supervision of all athletic contests.

11. Serves as liaison between the coaching staff and the boosters clubs.
12. Serves as a liaison between the coaching staff and the faculty.
13. Serves as a liaison between the athletic department and the Board of Education.
14. Serves as liaison between the athletic department and the media.
15. Manages all athletic equipment and facilities.
16. Makes recommendations for facility improvement.
17. Coordinates facility use for all athletic events with other school activities.
18. Is knowledgeable of all school, county, and state athletic policies, and disseminates such information to the coaching staff.
19. Handles minor and informal discipline of coaching staff.
20. Works with principal(s) in formal disciplinary measures regarding coaches.
21. Works with the personnel director to ensure all coaches are certified and have completed all required trainings and/or certifications per county and state policy and have properly filed the necessary paperwork.
22. Works with the principals and personnel director in completing the necessary paperwork for authorized/non-paid coaching staff.
23. Completes evaluations of all coaching staff.

TERM OF EMPLOYMENT: 261 days

SALARY: To be determined by Pleasants County Schools