

**Board Members**

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**Superintendent**

Dr. Donna Burge-Tetrick



400 Old Main Drive, Summersville, WV 26651  
Phone 304-872-3611  
Fax 304-872-4626

**Job Description**

**Position:** Athletic Director

**Classification:** Professional

**Reports to:** Building Principal

**FLSA Status:** Exempt

**Evaluation:**

Performance in this position will be evaluated by the building principal/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and Nicholas County Board of Education Policy GCNA.

**Qualifications:**

- Valid West Virginia teaching certificate; Secondary Administrative Certificate—preferred; Evaluation Leadership Institute Certification--preferred
- Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate
- Meet the qualifications outlined in WVBOE and WVSSAC Policy
- Perform duties as described in the job description below.

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substance which affects employee productivity, safety or judgment in the workplace will not be tolerated.

Staff members serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

**JOB SUMMARY:**

The athletic director organizes and administers the overall of athletics in the school attendance area in the athletic director capacity.

**Job Responsibilities:**

- Provide leadership in the selection and assignment of the athletic coaches with final recommendation presented to the Superintendent or designee;

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- Hire officials and game management personnel as required and assume general responsibility for the proper supervision of home contests;
- Supervise head coaches in maintaining up to date inventories and keep accurate records of properties;
- Provide orientation of all coaches;
- Requisition program supplies and equipment and determine equipment needs in cooperation with head coaches;
- Create appropriate documents to maintain coach's handbook, student athletic handbook, team brochures, schedule formats, and all tournament communications;
- Ensure that all coaches and TSS's maintain current WVSSAC coaching certificate
- Develop and place into operation appropriate rules and regulations governing the conduct of athletic activities;
- interpret school policies as they pertain to athletics;
- Foster good school community relations by keeping the community aware of and responsive to the athletic program;
- Supervise all ticket sales and fundraising events of the athletic program and assume responsibility for proper handling of funds;
- Assume responsibility for the organization and scheduling of all athletic events;
- Arrange transportation for athletic contest participants;
- Arrange all details of visiting teams' needs and field assistance as appropriate;
- Arrange field and gym practice schedules and supervise preparation of areas for contests;
- Organize and administer the overall program of athletics for the program following all WVSSAC guidelines;
- Administer the physical and academic requirement of eligibility for participation in each sport and verify each athlete's eligibility; verify and record the physical examinations of all athletes prior to the beginning of each season;
- Administer the insurance program covering school athletes and assume responsibility for all processing of reports and claims;
- Keep records of the results of all athletic contests and maintain a record file;
- Plan and supervise an annual recognition program for school athletes;
- Assist organizations with projects associated with athletics;
- Work with principal to help supervise and attend athletic events;
- Attend district, regional and state athletic meetings as required;
- Work closely with athletic boosters; act as liaison for the district;
- Foster good in relations and cooperation between athletic departments and all other departments and the general public;
- Perform other related duties as assigned by the principal;
- This job description should not be construed as detailed statements of all work required or performed; and
- Perform other duties as assigned by the superintendent.

## **SUPERVISORY RESPONSIBILITIES:**

The Athletic Director manages all head coaches and assistant coaches in the athletic program.

The Athletic Director is responsible for the overall direction and coordination of the unit. The Athletic Director carries out supervisory responsibilities in accordance with the organization's policies and applicable laws including interviewing, training; planning, assigning and directing work; and addressing complaints and resolving problems.

**SKILL ABILITIES:**

- Read, analyze and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals;
- Write routine reports and correspondence;
- Effectively speak before administrators, staff, parents and students;
- Calculate figures and amounts such as discounts, interest, proportions, percentages, etc.;
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form;
- Apply knowledge of current research and theory in specific field;
- Communicate clearly and concisely both in oral and written form;
- Handle stressful situations with parents and community with leadership, sincerity and understanding skills;
- Establish and maintain effective working relationships with students, staff and the community; and
- Perform duties with awareness of all district requirements and Board of Education policies.

**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 sit, occasionally walk and stand, and travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision depth perception and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district.

**WORK ENVIRONMENT:**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the 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 regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints. The employee will frequently work irregular or extended work hours and is directly responsible for the safety, well-being and work output of students and coaches. The noise level in the work environment is usually quiet.

*Revised April 14, 2023*