

## ATHLETIC DIRECTOR JOB DESCRIPTION

### Job Description:

1. Supervise the scheduling and coordinating of athletic events and other activities such as concerts, plays, speech, and other programs.
2. Secure administration approval for those activities and events.
  1. Work with the administration on coaching assignments
  2. Provide the NDHSAA with registration and such other required reports as are needed for interscholastic competition or designate coaches to do the same.
  3. Contract with other schools for all varsity sporting events. Contracts will be kept on file.
  4. Secure and contract officials for interscholastic events. Contracts will be kept on file.
  5. Be sure that the coaches check out/check in uniforms and equipment if such procedures are needed.
  6. Work with coaches to maintain an inventory of equipment and supplies for the athletic department.
  7. Work with the business manager and superintendent to develop a budget that will be submitted to the administration for approval.
  8. Submit to the superintendent any request for major equipment or uniforms.
  9. Work with the coaches and administration to see that the training rules for co-curricular participants are, at a minimum, in line with NDHSAA guidelines.
  10. Work with coaches of grades 9-12 to attain coaching certification status as required by the NDHSAA. Each coach's certification certificates will be kept on file by the AD. AD will submit the certification form to the NDHSAA by the April 1 deadline.
  11. Meet with head varsity coaches prior to the start of the fall season to orient coaches on schedules, responsibilities, philosophy, and objectives and procedures of the programs and once during the year to review field requests for the coming year.
  12. Provide to the business manager information necessary to obtain checks required for officials and to make other disbursements
  13. Attend or have a representative attend all conference and district meetings.
  14. Schedule bus drivers for practices, games, and other activities. Submit payment form to business manager to pay bus drivers.
  15. Ensure that coaches submit a report at the end of each season, if such a report is requested.
  16. Ensure that coaches of football, volleyball, cross country, wrestling, track, and golf make practice schedules and distribute to their players so all are aware of practice times.
  17. Distribute a practice schedule for boys and girls basketball programs (V/JV/JH) to avoid facility conflicts and to keep gym usage fair for all programs. This schedule will be given to all basketball coaches, who will then distribute to their players.
  18. Assist administration in supervision of athletic events.
  19. Assist the administration in investigating possible NDHSAA and/or Tioga Public Schools policy and rule violations.
  20. Work with music department to be sure that there is a presentation of the National Anthem at each home athletic event.

21. Work with activities and organizations using the gym to insure that the facilities are set up appropriately, equipment and floor are used properly and respectfully. Any equipment that could cause damage to the floor, walls, bleachers, etc. should be brought to the attention of the supervisor. Activities/organizations need to report to the AD any damage and any problems they incurred. The AD should bring problems to the attention of the plant manager or superintendent.
22. Coordinate any halftime entertainment or parents' night events.
23. Submit game stats/information to media outlets after each varsity home event. If unable to do so, will arrange for others to have it done.
24. Secure all workers needed for all home contests. (line judges, chain crews, scorers, clock operators, public address announcers, timers, etc.)
25. Ensure that business manager has cash boxes made for all home events.
26. Evaluate coaches, with cooperation of administration when applicable, to enhance growth and retention of all coaches on staff.
27. Provide information to coaches concerning professional development opportunities.
28. Manage any District or Regional tournament that is hosted by Tioga High School.
29. Make hotel reservations for any teams traveling on overnight sporting events.
30. Serve as the advisor of the Tioga High School Letterperson's Club, and see that student officers are elected at the beginning of each school year. Maintain and keep all records of students who have earned membership in the Letterperson's Club.
31. Organize and set up the spring Letterperson's Club banquet: order all awards requested by coaches, work with kitchen staff to plan banquet menu, and set up and take down tables/chairs in the gym for the banquet.

**End of Tioga PSD #15 Administrative Regulation DBCB-AR9.....Reviewed/Revised: 09/25/2017**