

## Job Description



**TITLE:** Athletic Director

**JOB GOAL:** To provide each enrolled student of secondary school age an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play.

**QUALIFICATIONS:**

- 1. Certificate, license, or other legal credential required.
- 2. Degree(s) required and area of major study.
- 3. Kind and amount of prior job experience required.
- 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**PERFORMANCE RESPONSIBILITIES:**

- Coordinate, schedule, supervise, and attend all district-wide athletic events.
- Arrange transportation, lodging, and meals for all district, regional and state events.
- Cooperates with the coach involved to schedule events.
- Work with the front office personnel regarding school needs such as financial and accounting functions, maintenance, and concessions to promote integrated operations for athletics and activities.
- Prepare and coordinate with coaches practice schedules and transportation.
- Communicate field/gym/school usage for all athletic events.
- Coordinates gym use for practices and games.
- Assist with hiring, scheduling, and coordinating pay for all game workers and officials.
- Coordinate with coaches on fundraising activities.
- Be responsible for getting athletic schedules to the office along with any schedule changes.
- Be responsible for communicating with parents regarding student/athlete issues including eligibility issues, student behavior, coaching concerns, etc.
- Coordinates awards and the awards banquet, making sure that all names are listed and given credit for sports they participated in.
- Be responsible for getting correct student information to the office by Tuesday before games on Friday for the programs to be printed.
- Request purchase orders and vouchers for athletic and activities program purchases.
- Assist in the preparation of and approval of bids for athletic equipment and supplies and distribute as necessary.
- Implement a replacement schedule for uniforms, equipment, seating, and fixtures.
- Attends all local, district, regional, state and national meetings that are necessary to the functioning of the athletic program.
- Develops and places into operation appropriate rules (CHSAA) and regulations governing the conduct of athletic activities.
- Keeps a record of the results of athletic contests and individuals who participated therein.
- Implements an annual evaluation of the athletic program.
- Meets with coaches and reviews Coaches Handbook and athletic budget.
- Foster good community relationships by keeping the community aware of and responsive to the athletic programs.
- Responds to inquiries or concerns in a timely manner.
- Perform other duties as assigned.

**Compensation -**

- \$6500 per school year
- Includes all mileage in personal vehicle
- School vehicle available - no non school aged children can be transported in a school vehicle.

**APPLY HERE**

