

## **Athletic Director**

### **Purpose Statement**

The responsibilities of the Athletic Director serves the purpose/s of implementing and maintaining the assigned programs and services of the Elementary/Middle and High School Athletics to comply with county, state, and federal guidelines.

This job reports to the Chief Academic Officer

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### **Essential Functions**

Coordinates the elementary/middle and high school athletic program in collaboration with principals and coaches to ascertain programmatic needs on an annual basis, as well as prior to each season to insure consistency of program.

### **Other Functions**

- ™ Responsible for elementary athletic events scheduling, publicizing dates, sites and time of contests. Rescheduling elementary athletic events as needed. Review and approve all high school athletic events.
- ™ Review and resolve athletic complaints and concerns unable to be resolved at the school level.
- ™ Create an atmosphere of exemplary sportsmanship and respect.
- ™ Insist on adequate safety provisions in all sports for both participants and spectators and provide a periodic check of all facilities for safety and suitability.
- ™ Responsible for overseeing maintenance of the buildings and grounds in athletic areas.
- ™ Work collaboratively with the principal to insure that the coaches of all athletic teams know their described duties and responsibilities.
- ™ Advises and ensures all coaches conform to BOE, league policies and regulations and state and federal laws. Attends league and district meetings.
- ™ Develop effective relations with outside groups, such as Booster Associations and others, and be the liaison between those associations and the school.
- ™ Provide for the efficient handling of all athletic funds with such safeguards as annual budget audits and proper bookkeeping.
- ™ Verifies all athletic eligibility lists.
- ™ Organize all athletic supplements.
- ™ Ensures officials are scheduled and paid accordingly and maintains an active file of officials.
- ™ Present quarterly athletic report to BOE.
- ™ Provide opportunities for parents to have a clear understanding of athletic policies and procedures.
- ™ Other duties as assigned by the Superintendent and or his/her designee.

### **Job Requirements: Minimum**

#### **Qualifications Skills, Knowledge and Abilities** KNOWLEDGE/SKILLS/ABILITIES

- ™ Knowledge of overall operations of an athletic program
- ™ Knowledge and ability to implement county, state, and federal policies/procedures governing athletics
- ™ Ability to compile, maintain, file, and present all physical and computerized reports, records, and other documents

™ Clear direct communication individually and within the organization.

**Experience** Job related experience within specialized field with increasing levels of responsibility is required. Coaching Experience preferred.

**Education** Bachelor's degree

**Equivalency** None Specified

**Required Testing**

None Specified

**Certificates & Licenses**

**Continuing Educ. / Training**

None Specified

**Clearances**

Background Clearance

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**