

**Job Title:** Athletic Director

**Qualifications:**

1. Valid Alabama Teacher Certificate.
2. At least three years experience in coaching organized school athletics.
3. Exhibit Administrative qualities.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Reports to:** Principal

**Supervises:** Staff members designated by the Board, Principal and Superintendent.

**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.

**Performance Responsibilities:**

1. Organize and administer the overall athletic program in the school.
2. Provide leadership for the school's athletic coaches and staff.
3. Foster good school-community relations by keeping the community aware of and responsive to the athletic program.
4. Assume responsibility for the organization and scheduling of all inter-scholastic athletic events.
5. Work with principal in hiring officials and policemen as required, and assume general responsibility for the proper supervision of home games.
6. Arrange transportation for athletic contest participants.
7. Assume responsibility for the athletic program following all Board policies and all rules and regulations of the Alabama High School Athletic Association.
8. Verify each athlete's eligibility according to established physical and academic requirements of eligibility for participation in each sport.
9. Prepare and administer the athletic program budget.

## **Athletic Director (cont'd)**

10. Requisition program supplies and equipment.
11. Work with principal in supervising all ticket sales and fund-raising events of the athletic program, and assume responsibility for proper handling of funds.
12. Work with principal in making arrangements for non-school use of playing fields and facilities.
13. Arrange field and gym practice schedules.
14. Provide for the physical examination of all athletes, and assume responsibility for all processing of reports and claims.
15. Direct an in-school, extracurricular program designed to foster support for the athletic teams and school spirit among non-participants.
16. Plan and supervise an annual recognition program for school athletes.
17. Be regular and punctual in attendance.
18. Perform duties in a manner that promotes good public relations.
19. Maintain confidentiality of any school or school system related business and records.
20. Develop and maintain proper and professional relationship with students and other employees.
21. Be familiar with and follow Board of Education policies.
22. Perform other reasonable related duties that the principal may assign.

**Terms of Employment:** Salary and work year to be established by the Board.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.