

TITLE: Athletic Director

QUALIFICATIONS: Valid Teacher Certification

REPORTS TO: Principal of the High School

JOB GOALS: 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 pleasure of sport, and the principles of fair play.

**PERFORMANCE RESPONSIBILITIES:**

1. Organizes and administers the overall program of extracurricular athletics, both intramural and interscholastic, for the district.
2. Provides leadership in the selection and assignment of athletic coaches.
3. Fosters good school–community relations by keeping the community aware of and responsive to the athletic program and maintains the athletic section of the website.
4. Assumes responsibility for the organization and scheduling of all interscholastic athletic events.
5. Works with the principal to hire officials and shares general responsibility for the proper supervision of home games.
6. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
7. Approves purchases for the athletic program.
8. Requisitions, in cooperation with appropriate staff members, supplies, uniforms, and equipment for athletic programs.
9. Supervises the cleaning, storage, and care of all athletic equipment
10. Arranges all details of visiting teams’ needs, gymnasium services and field assistance, as appropriate.
11. Makes all necessary arrangements for the use of non–school playing fields and facilities.
12. Coordinates practice and game schedules with the coaches.
13. Coordinates the opportunity for a paid physical examination of all athletes in the spring of each year.
14. Ensures that all athletes have proper health insurance coverage prior to participating in any athletic activity – practice or otherwise.
15. Keeps records provided by coaches.
16. Plans and supervises an annual recognition program for school athletes.
17. Coordinates with coaches and principals to ensure the upkeep and cleanliness of grounds and facilities used by the athletic department.
18. Ensures that all aspects of the athletic program meet GHSA, federal, state, and local requirements.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve–month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of administrative personnel.

