

## **GORHAM SCHOOL DEPARTMENT**

**TITLE:** Athletic Director

### **QUALIFICATIONS:**

1. A minimum BA/BS degree.
2. Appropriate state certification.
3. Extensive knowledge of secondary interscholastic sports programs.
4. Knowledge of the Maine Principal Association's policies and procedures as it relates to extracurricular programs.
5. Experience and/or requisite skills and competencies to develop, implement, manage and assess an operating budget and all finances attendant to the athletic program.
6. Experience with the management, supervision and evaluation of coaching personnel.
7. Knowledge of sports medicine as it relates to first aid and acceptable practices relative to athletics.
8. Ability to establish and maintain an effective and courteous working relationship with students, parents, coaches, colleagues and administrators.
9. Ability to understand and carry out oral and written instructions with minimal supervision.
10. Ability to work with little or no supervision. (i.e., have the vision, work ethic, and self-motivation to administer all aspects of the athletic program)
11. Extensive knowledge of athletics and the ability to assess effective programs in terms of their quality as educational experiences for students.
12. Ability to lead and inspire athletes and coaches to excel as citizens, members of teams, and sportsmanship.

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** To provide administrative leadership which will ensure that Gorham students have quality athletic and educational experiences through participation in intramural programs and extracurricular activities at the varsity and sub varsity levels.

### **RESPONSIBILITIES:**

1. Oversee the hiring, supervision and evaluation of all coaching staff. Develop and make recommendations to the appropriate building level principal and the Superintendent with respect to coaching positions and appointments, as well as athletic support staff positions, configurations, and responsibilities.

2. Schedule and coordinate all intramural and interscholastic contests and practices including officials, transportation, facilities, etc.
3. Conduct annual and seasonal coaches meetings to insure that coaching personnel are familiar with league and conference rules.
4. Ensure inventory of all equipment is in safe and working condition.
5. Communicate regularly with parents (including mandatory preseason parent meeting) and the community including athletic booster organizations.
6. Prepare for the Superintendent and the Board of Education, in conjunction with the school principals, an annual report regarding the effectiveness of the extracurricular program.
7. Supervise proper accounting funds with the school district's Finance Office. Specifically, work closely with the appropriate school level and district level administration and staff to effectively and efficiently oversee all finances attendant to the athletic program. This is to include all internal athletic department operations and, where appropriate, any external (i.e., Boosters) operations. In concert with the building level and district personnel, develop and implement protocols governing the financial operations for the athletic program.
8. Work collaboratively with and perform such other duties and responsibilities as assigned by the High School and/or Middle School Principal and the Superintendent.

**WORK YEAR:** Ten-month year. Salary and benefits to be established by the School Committee.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012

