

TITLE

Athletic Director

QUALIFICATIONS

- Valid teacher's license with appropriate endorsement.
- Appropriate administrative or supervisory certification and experience.

JOB GOAL

To provide each enrolled student of appropriate age an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth, competence, a knowledge and understanding of the pleasures of sports, and the principles of fair play.

ESSENTIAL FUNCTIONS

- Organizes and administers the overall program of extracurricular athletics, both intramural and interscholastic, for the school system.
- Provides leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
- Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.
- Assumes responsibility for the organization and scheduling of all interscholastic athletic events.
- Hires officials, team physicians, and police as required, and assumes general responsibility for the proper supervision of home games.
- Arranges transportation for athletic contests participants.
- Arranges provisions for meals for athletes and coaches whose opponent is 60 miles or more from a district boundary line.
- Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
- Verifies each athlete's eligibility according to established physical and academic requirements of eligibility or participation in each sport.
- Prepares and administers the athletic program budget.
- Requisitions program supplies and equipment.
- Supervises all ticket sales and fund-raising events of the athletic program, and assumes responsibility for participation in each sport.
- Arranges all details of visiting teams' needs, including lodging, meals, towels, gymnasium services, and field assistance, as appropriate.
- Makes arrangements for non-school use of playing fields and facilities.
- Arranges field and gym practice schedules.
- Provides for the physical examination of all athletes prior to the beginning of each season.
- Administers the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims.

- Keeps records of the results of all junior and senior high school athletic contests, and maintains a record file of all award winners, stating the date and type of award, including athletic scholarships.
- Directs an in-school extracurricular program designed to foster support for the athletic teams and school spirit among non-participants.
- Plans and supervises an annual recognition program for school athletes.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 50 lbs., with frequent lifting and/or carrying of objects weighing up to 25 lbs. Other physical demands that may be required are as follows:

- Pushing and/or pulling
- Climbing
- Stooping and/or kneeling
- Reaching
- Talking
- Hearing
- Seeing

TEMPERAMENT (Personal traits)

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- Adaptability to dealing with people.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

- Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- Verbal: Ability to understand meanings of words and the ideas associated with them.
- Numerical: Ability to perform mathematical operations quickly and accurately.

Athletic Director

- Spatial: Ability to comprehend forms in space and understand relationships of plane and solid objects.
- Form Perception: To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines.

WORK CONDITIONS

Normal working environment with minor physical discomfort due to weather conditions affecting outside sports activities.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

Athletic Director