

WINDBER AREA SCHOOL DISTRICT  
JOB DESCRIPTION

Department: - Athletic

Standard Title: - Athletic Director

Primary Function:

The Athletic Director will execute all duties required for an effective athletic program and athletic facilities for all student athletes.

Supervision Received:

The Athletic Director is directly responsible to the High School Principal.

Direction Exercised:

The Athletic Director is responsible for the supervision of all athletic department members and all student athletes assigned to the Windber Area High School.

Essential Duties:

1. Be responsible to the Building Principal(s) for all matters involving interscholastic athletics.
2. Represent the district at athletic meetings when assigned.
3. Prepare an annual budget listing the required expenditures necessary to conduct the total interscholastic athletic program.
4. Submit requisitions for all athletic equipment and supplies.
5. Maintain a complete financial record of all receipts and expenditures.
6. Maintain an inventory of all athletic equipment and supplies.
7. Conduct meetings with members of the athletic department when necessary.
8. Arrange schedules for all interscholastic athletic contests and file contracts.
9. Arrange transportation for all athletic teams and cheerleaders.
10. Maintain written contracts with all home game officials.

11. Maintain complete athletic records for all sports:
  - a. Scores of all contests
  - b. Won and lost records for all teams
  - c. List of students who are members of a team
  - d. List of lettermen
  - e. Running inventories
  - f. Equipment requisitioned
  - g. Budget
  - h. Assignment of coaches and salaries
  - i. Financial receipts
  - j. State, county and conference rules and regulations
  - k. Transportation schedules
  - l. Sports schedules
  - m. First aid supplies
12. Check the eligibility of all athletes using the High School Principal's eligibility as a reference.
13. Be responsible for the care, maintenance and storage of all athletic equipment.
14. Plan and help arrange for pep rallies, award assemblies, Parent's Night and Homecoming.
15. Be responsible for the publicity and press release concerning interscholastic events.
16. Assume leadership in the development of the Varsity and Junior Varsity programs.
17. Attend all games, meets and contests or appoint another individual as the representative for the Coordinator of Athletics.
18. Arrange for the medical examinations of all athletics.
19. Provide for the proper administration and supervision of all athletic contests:
  - a. Selling and taking tickets
  - b. Arranging for sufficient police protection
  - c. Arranging for medical and ambulance protection
  - d. Providing seating facilities
  - e. Providing necessary facilities for the visiting team
  - f. Have the necessary game equipment ready

20. Recommend the best-qualified applicants available for coaching positions. When head coaching positions are open, seek candidates from inside and outside the district for the vacant positions who may be considered by the Senior High Principal, District Superintendent of Schools and the Board of Education.
21. Stimulate cooperation with all school personnel concerning general athletic policies.
22. Have a thorough knowledge of PIAA and related NCAA rules and regulations.
23. Be responsible for the preparation of the district's athletic facilities and maintain calendar of the use of these facilities.
24. Be responsible for the editing and distribution of the Coaches' Handbook.
25. Assist in the selection, assignment, and evaluation of athletic coaches and staff members.
26. Hire officials and security as required and assumes general responsibility for the proper supervision of home events.
27. Assist in the development and implementation of appropriate rules and regulations governing the conduct of athletic activities.
28. Coordinate activities for PIAA tournament programs.
29. Enforce Title IX requirements and assist in the investigation of alleged violations of those requirements.

### Secondary Duties:

1. Perform temporary duties as assigned by the High School Principal and/or Superintendent.
2. Keep informed of modern educational thought and practices through advanced study, attending educational conferences, clinics, workshops and seminars; membership in professional organizations and professional readings.

### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for

compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

### Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

### Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. The Athletic Director shall hold at least a bachelors degree.
2. Knowledge of PIAA and NCAA regulations relative to Jr./Sr. High School athletics.
3. Knowledge of program planning and budgeting.
4. Excellent communication, problem solving and organization skills.

### Salary:

The salary and work year of the Athletic Director shall be set by the Board of Education.