

TITLE: Athletic Director - Highlands High School

QUALIFICATIONS: Valid Kentucky Teaching Certification; Three years of successful classroom teaching experience as well as coach and/or Athletic Director. Strong leadership skills and highly organized. Possess the professional and personal characteristics necessary for working effectively with all stakeholders - students, athletes, coaches, school personnel, and the community. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To provide support and guidance for students as learners as well as athletes and schedule/ oversee HHS facilities and programs.

COMPENSATION: 260 Days, 1.38 index

PERFORMANCE RESPONSIBILITIES:

Attends all high-profile varsity events (ex: rivalry games, high attendance games, senior night games, special recognition night games, district, regional, and state competitions) of both boys and girls. It is the expectation that this individual will attend a majority of athletic events.

Is visible and makes available upon request, a log of events attended.

Promotes school, team, and individual accomplishments through social media and other channels.

Assists in coordinating filming, editing, and displaying events.

Collaborates with the High School Principal to minimize the need for Site Managers, striving to be fiscally responsible to the district.

Collaborates with Head Coaches and Middle School AD to ensure high quality feeder programs with consistent communication of expectations to athletes and families.

Collaborates and attends Boosters organization meetings and events to initiate creative fundraising activities which engage students and the community.

Initiates and develops activities which engage the community, encourage the support and participation of the student body, and instill a positive image of HHS athletic programs, including serving as committee chair for Hall of Fame events.

Supervises the preparation of and verifies all athletic eligibility lists.

Enhances athletic resources through competitive bidding, fundraising, and community/business partnerships and donations

Shares the responsibility for protecting the education, health and welfare of students.

Initiates the recruitment and selection of and evaluates all coaches. Ensures all coaches have successfully completed required programs and training.

Addresses and resolves community concerns.

Participates in the coordination, implementation, and supervision of co-curricular/extracurricular activities, has general supervisory responsibility for student activities, athletic events, and programs.

Assists in the interpretation of school and district programs, policies, and procedures to students, parents, staff, and community; works with community and government agencies on problems relating to drugs, alcohol and truancy from school as they relate to athletics.

Assists in developing and administering practices dealing with campus control and security; assists with supervision of school, oversees facilities.

Supervises ongoing training programs for all coaches.

Follows school procedures and guidelines regarding the daily operations of the school.

Cooperates with building level personnel in the development of appropriate rules and regulations concerning the conduct at athletic activities.

Provides building administrators informational updates on coaching related activities and their athletic training programs.

Assumes responsibility for the organization and scheduling of all practices and extracurricular athletic events and facilities, both intramural and interscholastic, including procedures, rules and regulations for athletic activities within the guidelines of the Kentucky High School Athletic Association (KHSAA) and the Fort Thomas Independent Schools Board of Education.

Secures officials, athletic trainer and security services as required and assumes the general responsibility for the proper supervision of home games.

Arranges transportation, housing (if necessary) and meals for athletic contest participants and coaches as appropriate.

Assists school administration in preparing and recommending the athletic program budget to the SBDM Council.

Under supervision of school administration, administers the athletic program budget and required reports following accounting procedures for Kentucky School Activity Funds (Redbook).

Requisitions, in cooperation with appropriate staff members, supplies, uniforms and equipment for athletic programs and supervises their cleaning, storage and care.

Supervises ticket sales connected with the athletic program and assumes responsibility for proper handling and accounting moneys involved. Must be bondable.

Arranges details of visiting teams' needs and field assistance, as appropriate.

Makes arrangements for the use of school playing fields and other facilities as necessary by non-school related organizations through building principals and facilities director.

Provides scheduling for the physical examination of athletes in accordance with regulations of the KHSAA and the Fort Thomas Independent Schools Board of Education.

Administers the insurance program covering school athletes and follows appropriate procedures for processing reports and claims.

Keeps records and results of athletic contests and maintains a record file of all award winners, stating the date and type of award, including scholarships.

Assists eligible athletes in obtaining athletic scholarships.

Cooperates with building level personnel in the recognition programs for school athletes.

Serves as the HHS liaison to athletic booster organizations, but serves in no official capacity to the organizations.

Is the chairman of the Title IX meetings, ensures athletic compliance with Title IX, and is responsible for the annual report to the KHSAA.

Recommends improvements for physical appearance and proper maintenance of athletic space and fields.

Develops a seasonal composite schedule and distributes it to opponents, facilities director, safety department, custodians and maintenance department.

Makes arrangements for athletic banquets (receptions) and provides general supervision for the award system for the program.

Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.

Establishes partnerships with local business and industry to foster growth of sports program through the development of funding sources for athletics.

Performs other duties as assigned by the appropriate supervisor.

TERMS OF EMPLOYMENT: Term contract with specified beginning and ending dates as indicated in letter of employment. Works 260 days. Hours are as designated by principal.

EVALUATION: Evaluation of the performance of this job will be based on a combination of self-evaluation and supervisor's evaluation according to the procedures developed for all district personnel.