**Athletic Director**

Reports to – Superintendent

Regular Hours Worked – \_\_\_\_\_\_\_

Terms of Employment – \_\_\_\_\_\_\_\_

To oversee the implementation, monitoring, evaluation and success of our athletic program.

**PERFORMANCE RESPONSIBILITIES**

1. Verify eligibility - All students must be checked for their initial eligibility per KHSAA rules at the beginning of each academic year. Each student must make adequate progress toward graduation and be on pace to graduate with their class. During the school year, students’ weekly eligibility must be checked through Infinite Campus to ensure that all students are meeting the guidelines of passing a minimum of 4 instructional hours.
2. Checking sports physicals- All participants must have on file a current sports physical (within 1 year of the calendar date), parent permission form, emergency medical release and proof of insurance. This information must be entered into the KHSAA website to be in compliance.
3. Prepare rosters through the KHSAA - Eligibility lists are done via the internet. Students are entered into the KHSAA database. Rosters of eligible players can be downloaded.
4. Scheduling of games - Each coach is responsible to schedule their own games. However, the Athletic Director is responsible to guarantee there are no conflicts in scheduling. The AD prepares contracts to be signed by both schools for all events in football and basketball. It is advisable to do contracts in all sports.
5. Game preparation - The AD is responsible to have the facility prepared and ready to play. Referees need a place to dress and need water and their check. Visitors should be escorted to their dressing room. Water should be available for both teams. Clock keepers, gate keepers, and scorekeepers should be on site. Security needs to be on site.
6. Ordering of coach’s cards and shirts.
7. Paying of umpires and referees.
8. Ordering sports equipment for each team.
9. Preparing a budget for the athletic department as well as the team budgets for each sport. Supervising these budgets, so funds are used wisely and appropriately.
10. Ordering concessions, stocking concessions, and having concession stand workers.
11. Preparing practice schedules and weight room schedules for all sports to coordinate the use of school facilities.
12. Organizing fund raisers to finance athletic expenses; specifically Kentucky Speedway. This is the major fundraiser for the athletic department. It brings in over $30,000 in annual revenue.
13. Selling banners for advertisement.
14. Negotiating contracts with soda company vendors,
15. Administrating over district, regional and All A events.
16. Attending the annual delegate assembly.
17. Attending the Athletic Directors’ meetings and conferences for the region and state to stay up to date on new rules, etc.
18. Interviewing new coaches and evaluating existing coaches
19. Preparing Title IX information and report for the KHSAA
20. Preparing the annual participation list
21. Purchasing uniforms and ensuring that all uniforms conform to KHSAA guidelines
22. Making deposits for concessions and the gate
23. Providing appropriate education for new coach hires; coaches education, safety education, medical symposiums, coaches clinics, rules clinics and monitoring that the coaches have done their training
24. Paying all athletic bills and signing off on all athletic requisitions
25. Monitoring athletic fund raisers
26. Manage the crowd at all home sporting events
27. Fill out transfer forms for domestic and foreign transfers of students
28. Filling out accident reports from sports injuries

**PHYSICAL DEMANDS**

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

1. Master’s Degree

2. Kentucky coaches education program certification

3. Must be 21 years of age

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: January 7, 2015

Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee