

TITLE: Athletic Director

QUALIFICATIONS: Valid Kentucky Teacher Certification

REPORTS TO: Superintendent/Designee

PERFORMANCE STANDARDS:

1. Organize and administer the overall program of extra-curricular athletics for the district.
2. Provide leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
3. Foster good school-community relations by keeping the community aware of and responsive to the athletic program.
4. Assume responsibility for the organization and scheduling of all interscholastic athletic events.
5. Act as a consultant to the administration and coaching personnel on matters pertaining to the athletic program.
6. Hold meetings with coaches whenever necessary to keep them informed of all matters pertaining to the athletic program.
7. Ensure that coaches meet annual requirements for mandated trainings (i.e. CPR, seminars).
8. Hire officials and policemen as required, and assume general responsibility for the proper supervision of home games.
9. Arrange transportation for athletic contest participants.
10. Develop and place into operation appropriate rules and regulations governing the conduct of athletic activities.
11. Verify the eligibility of each athletic to participate in his/her chosen sport.
12. Prepare and administer the athletic program budget.
13. Requisition, in cooperation with appropriate staff members, supplies, uniforms, and equipment for the athletic program.
14. Supervise the cleaning, storage, and care of all athletic equipment.

15. Supervise all ticket sales and fund-raising events connected with the athletic program, and assume responsibility for the proper handling and accounting of all moneys involved.
16. Arrange all details of visiting team's needs.
17. Make all necessary arrangements for the use of non-school playing fields and facilities.
18. Arrange the practice schedules for the coaches on the fields and in the gymnasiums.
19. Administer the insurance program covering school athletes, and assumes responsibility for processing of any necessary reports and claims.
20. Keep record of all high school athletic contests, and maintains a record file of all award winners, stating the date and type of award, including athletic scholarships.
21. Plan and supervise recognition programs for school athletics.
22. Represent the school and district in all athletic business at district or state meetings.
23. Interpret and enforce all athletic regulations handed down by the Kentucky High School Athletic Association.
24. Release to the press and radio publicity on coming events concerning athletics in which the school is participating.
25. Attend athletic events and obtain adequate personnel to ensure a smooth operation on all fronts.
26. Coordinate, with appropriate personnel, the starting and stopping times schedules for band, pre-game ceremonies and half-time programs.
27. Assist the school in obtaining from visiting teams the information to be included in the individual game programs.
28. Inform visiting teams and officials of the pertinent details of their participation (time schedules, dressing facilities, etc.).
29. Supervise arrangements in the press box for official personnel having duties there.

30. Responsible for making arrangements to have an EMT present at all home football games.
31. Develop schedule posters and pocket schedules as needed for use in publicizing all programs.
32. Record commonly maintained by the Athletic Director include:
  1. Season report from each head coach at the end of the individual season
    - Scores of every contest
    - Records (school, league, district, state) established by team or individual participant
    - Honor and award winners
    - Individual participation summaries
    - Recommendations for seasons to come
  2. Annual inventory at the end of the season prior to ordering for the next season
  3. Budget requests from each coach
  4. Eligibility lists kept up to date for all individual and team participants
  5. Letter awards
  6. Financial reports, income and expenditures, gate receipts by sport
  7. Minutes of all meetings concerned with athletics at all levels
  8. Schedules of all sports compiled in a continuing file
  9. Injury records

Updated: \_\_\_\_\_

I have read and understand the terms set forth in this job description.

Signature of Employee: \_\_\_\_\_

Date Signed: \_\_\_\_\_