

HIGH SCHOOL ATHLETIC DIRECTOR

ELECTION:

The Superintendent of Schools in conjunction with the high school principal shall appoint a full-time Athletic Director at Henderson County High School. The length of employment will be for 240 days. The salary will be determined according to the salary schedule. The Athletic Director is directly responsible to the high school principal.

QUALIFICATIONS

The Athletic Director must have a general knowledge of all sports and previous experience as a coach is desirable. This person should possess interpersonal skills and a demeanor to be pleasant but firm in dealing with people. The Athletic Director must be a good organizer with training or experience in business management. A minimum of a Bachelor's Degree is required for this position.

DUTIES AND RESPONSIBILITIES

1. May be called upon to provide reports to the superintendent of schools and works under the direction of the high school principal to supervise the overall athletic program.
2. Shall provide overall leadership, supervision and coordination of the athletic program to meet the student athlete's needs and interest.
3. Shall observe coaches sufficiently in order to make future recommendations in terms of job expectations and job assignments.
4. Shall evaluate all coach candidates for original appointments. The athletic director shall be a member of the selection committee that includes the principal and the superintendent of schools or his designee. The committee shall consult with the superintendent who shall recommend a candidate to the Board of Education.
5. Shall evaluate the coaching staff of all sports on a regular basis. All evaluations shall be kept on file in the Athletic Director's office.
6. Shall provide oversight to all facets of the athletic program to insure that Henderson County Schools' policies and procedures as well as the Kentucky High School Athletic Association policies and procedures are met by all coaches and student athletes.
7. Shall assist the principal in supervision of coaches & others involved in school athletic programs.
8. Shall make recommendations for the improvement of facilities to the superintendent or designee for consideration and referral.
9. Shall develop all interscholastic game schedules. Maintain contest contract forms in school files and approves the publication of all schedules.
10. Shall contract all contest officials, including those assigned by the Conference.
11. Shall interpret board policy to coaches.

12. Shall resolve conflicts within the ranks of the athletic department.
13. Shall seek ways to support and finance the athletic program.
14. Shall submit financial reports to the athletic board and to the Board of Education at the end of each school year.
15. Shall make arrangements for all interscholastic transportation, lodging and meals, as required.
16. Shall receive and evaluate equipment requests from authorized coaches and approve appropriate requests.
17. Shall attend all athletic contests and/or arrange for proper supervision.
18. Shall coordinate attendance of administrative personnel at all athletic events.
19. Shall act as tournament manager for all league and tournament playoff activities that are assigned to the school district.
20. Shall send reminders of upcoming events to schools and officials.
21. Shall cancel or postpone contracted contests (after consulting with principal and central office), officials and transportation because of weather or other hazardous conditions.
22. Shall supervise the assistant athletic director, faculty managers and middle school personnel.
23. Shall coordinate and supervise all radio and television broadcasts, as well as the public address system operation at the various games.
24. Shall maintain a permanent file of medical examinations, insurance forms, records, parent consent forms, insurance payments, emergency treatment forms, etc., for each participating athlete.
25. Shall maintain permanent records for each sport, such as wins and losses, outstanding records, letter winners, etc.
26. Shall maintain a file of all athletic suspensions and expulsions from teams.
27. Shall determine scholastic eligibility of all candidates for athletic teams on a weekly/grading period/semester basis and for certifying their eligibility on the proper state forms.
28. Shall review with coaches student athletic contracts and secure signatures.
29. Shall review; make recommendations and forward coaches' requests to attend coaching clinics at Board of Education expense.
30. Shall work with coaches and the high school principal to develop the annual athletic budget.
31. Shall work with principal, cheerleading advisors and coaches to schedule athletic assemblies and pep rallies.
32. Shall coordinate the use of other school athletic facilities by school teams outside with the

respective building principals.

33. Shall assume responsibility for game management at all home interscholastic contests and for the accounting and deposit of gate receipts.
34. Shall provide for the cleaning, repairing and storing of all athletic equipment and maintain an accurate inventory of all equipment.
35. Shall work with the school trainer to establish procedures for the management and safe operation of the training room.
36. Shall arrange for appropriate medical services at home contests and larger athletic events.
37. Shall coordinate use and schedules of athletic facilities for all interscholastic athletic contests and coordinate set-up of physical plant.
38. Shall plan, organize and supervise all athletic awards programs with the approval of the principal.
39. Shall promote publicity for all interscholastic sports, including sports brochures, press, and radio releases for all schools and assist the booster club in the preparation and distribution of contest programs.
40. Shall develop and maintain a plan as well as coordinate all repairs and maintenance activities for varsity athletic fields, track, baseball fields and gymnasiums with the supervisor of maintenance.
41. Shall manage athletic facilities and control access by all user groups.
42. Shall hire or make necessary arrangements to provide ushers, parking, security and other services required by the athletic department.
43. Shall assume responsibility for assignment of keys to athletic facilities and gymnasiums.
44. Shall represent the school at league, conference and state meetings
45. Shall develop a reasonable and equitable program for the utilization of the concession stands.
46. Shall schedule physical examinations in accordance with the requirements of the Kentucky High School Athletic Association.
47. Shall develop and implement policies for the operation and supervision of the press boxes.
48. Shall attend and serve as school liaison at all athletic booster club meetings.
49. Shall serve as liaison between the coaches and the athletic booster club.
50. Shall assist in the preparation and distribution of complimentary passes for the school district.
51. Shall coordinate the sales of any athletic supplies and jackets to qualified athletes through the athletic office.
52. Shall maintain an active community-wide sportsmanship program.

53. Shall review the athletic policy and staff handbook annually.
54. Shall evaluate and seek ways of improving the interscholastic athletic program.
55. Shall present recommendations for changes in athletic policies to the superintendent. Upon approval by the superintendent these recommendations shall be acted upon by the Board of Education.
56. Shall perform other duties as the principal and /or superintendent of schools may direct.