

POSITION: District Athletic Director

POSITION SUMMARY: To provide oversight and compliance with the Kentucky High School Athletic Association (KHSAA) directives and Christian County Public Schools (CCPS) policies and procedures.

**QUALIFICATIONS/
REQUIREMENTS:** Kentucky Teaching Certification
Minimum of 5 years of Athletic Experience

REPORTS TO: Assistant Superintendent of Operations

**PERFORMANCE
RESPONSIBILITIES:**

- Monitor and ensure directives established by our state and federal government and the KHSAA are strictly adhered to and monitored
- Develop and update CCPS Athletic Handbook
- Communicate KHSAA and CCPS athletic directives
- Ensure compliance with all CCPS and KHSAA athletic directives
- Assist in recruiting applicants for open coaching positions
- Be a member of established hiring committees for filling coaching position
- Develop and conduct a coach's evaluation process
- Ensure all district coaches will participate in this evaluation
- KHSAA liaison
- Responsible for all student transfers that intend to participate in a District sport
- Oversee coach's certification
- Set a timeline to ensure that KHSAA coach's certification guideline are met and adhered to by District coaching staffs
- Attend KHSAA and Regional Athletic Director meetings along the designated high school directors
- Review Title IX reports completed by high school athletic directors and combine information to submit to the Christian County Board of Education
- Conduct weekly grade checks on student athletes at each high school
- Conduct transcript audits for all participating student athletes
- A transcript audit consists of recording ACT and /or SAT scores and core class GPA
- Communicate with coaches and student athletes to help provide feedback relating to their college level of choice, direction to class scheduling throughout their high school career, and serve as a guide to meeting established eligibility criteria for various levels of college enrollment and participation
- Assist designated high school athletic directors in maintaining an updated physical list for participating student athletes

- Assist in registration for the NCAA eligibility center and the NAIA eligibility center.
- Establish participation criteria based on grades that may or may not be higher expectations than established by the KHSAA and assist in establishing tutoring opportunities for student athletes

TERMS OF EMPLOYMENT:

Employment with salary to be determined by the adopted teacher and administrative salary schedule of the Christian County Board of Education.

Employment Range: 210 Days 1.01 Administrative Index

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel. Evaluations will be conducted by the Assistant Superintendent Operations.

Board Approval: