

## Athletic Director

Reports to – Superintendent/~~Superintendent's Designee~~

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

### PERFORMANCE RESPONSIBILITIES

1. Verify eligibility ~~initially and throughout the year per KHSAA guidelines~~ ~~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 ~~database~~ ~~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. Assist DPP with drug screening procedure in accordance with board policy
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. Administrating over district, regional and All A events.
14. Attending the annual delegate assembly.
15. Attending the Athletic Directors' meetings and conferences for the region and state to stay up to date on new rules, etc.
16. ~~Assisting principal with~~ Interviewing new coaches and evaluating existing coaches
17. Preparing Title IX information and report for the KHSAA
18. Preparing the annual participation list
19. Purchasing uniforms and ensuring that all uniforms conform to KHSAA guidelines
20. Making deposits for concessions and the gate
21. 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

22. Paying all athletic bills and signing off on all athletic requisitions
23. Monitoring athletic fund raisers
24. Maintain athletic schedules on the district website
25. ~~Manage the crowd at all home sporting events~~
26. Fill out transfer forms for domestic and foreign transfers of students
27. Filling out accident reports from sports injuries
28. Ensuring all athletic invoices are paid in a timely fashion
29. Communicating on a regular basis with Superintendent/Designee on the status of the Athletic Department

#### **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: \_\_\_\_\_  
Board Chairperson

Date: January 7, 2015  
Revised: May 22, 2018

Reviewed and agreed by: \_\_\_\_\_  
Employee

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