

GARRARD COUNTY SCHOOLS
Job Description

CLASS TITLE: DISTRICT ATHLETIC DIRECTOR

REPORTS TO: School Principal / Designee

EXEMPT STATUS: Exempt

APPROVED:

BASIC FUNCTION:

Plan, organize, direct and implement the District athletic activities, including recommending the purchase and rental of equipment and athletic facilities. Coach or assist coaches in various athletic programs. Serve as the district point of contact for athletic program questions from school, district and state personnel.

REPRESENTATIVE DUTIES:

- Supervise the coordination and assist in the evaluation of middle and high school athletics and activities to ensure a high quality program.
- Respond in a timely manner to parent/community questions and concerns.
- Create and develop an athletics and activities promotional calendar to improve awareness amongst students, staff and the community.
- Facilitate middle and high school coaches meetings to ensure continuity of program, communication, and coordination of events.
- Coordinate and develop in-district professional development programs for district coaches.
- Assist schools in the evaluation of their athletic programs.
- Assist with hiring, supervision and evaluation of middle and high school athletic/activities head coaches.
- Serve as the district level Title IX specialist, as it relates to athletics and oversee Title IX compliance issues, reports, and concerns.
- Promote effective communication between the schools and the community to create positive support, understanding and participation for continued program involvement.
- Work cooperatively with the Kentucky High School Athletic Association (KHSAA) and serve as a Liaison between district member schools and KHSAA.
- Investigate all allegations of infractions and make recommendations for appropriate resolutions or corrective action.
- Provide leadership and oversight to school level athletics to middle and high school representatives.
- Facilitate training for State's Redbook (financial guidebook).
- Assist with scheduling and planning between schools (middle and high) and district-wide athletic events.
- Maintain an effective bidding procedure for athletic services and equipment.
- Check or assist in checking eligibility of participants, including insurance coverage and parent consent.

- Provide students a proper role model, emotional support, patience, a friendly attitude and general guidance.
- Conduct or assist in conducting learning experiences, with small groups of student athletes.
- Perform related duties as assigned by the Superintendent.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Fundamentals of various sports.
- Health and safety regulations.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Assist coaches on one or more sports.
- Understand and follow oral and written directions.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Plan and organize work.

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a high school diploma or G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of coaching certification, criminal record check, and current certification in first aid and CPR.