

Job Title:	District Athletic Director	Job Category:	Certified
Department/Group:	Athletics	Job Code/ Req#:	
Location:	District-wide	Travel Required:	No
Level/Salary Range:	Certified Salary Schedule	Position Type:	Full-time
HR Contact:	Kim Klosterman	Date:	March 2022

Job Description

Job Summary

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. To provide a well-rounded athletic program for the students, K-12, of Newport Independent Schools and supervise district facility use by any athletic organization

Performance Responsibilities

This position description is not intended to be an exhaustive list of all duties, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

General Duties and Responsibilities

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the district to parents, and convey to them the district's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall understand, model and implement the district athletic handbook to all students and fellow colleagues.
12. Shall adhere to Newport Board of Education Policies and Procedures including Kentucky Redbook guidelines.
13. Shall adhere to KY High School Athletic Association Procedures including required trainings for coaches and Title IV compliance.

Specific Duties and Responsibilities

1. Shall organize and administer the overall program of extracurricular athletics for the district.
2. Shall provide leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
3. Shall foster good school-community relations by keeping the community aware of and responsive to the athletic program.
4. Shall assist head coaches in the organization and scheduling of all interscholastic athletic events.
5. Shall assure transportation for athletic contest participants.

6. Shall hire officials, game workers, and security as required, and assumes general responsibility for the proper game management of home games.
7. Shall develop and place into operation appropriate rules and regulations governing the conduct of extracurricular activities both in elementary and secondary schools.
8. Shall insure the physical and academic requirements of eligibility for participation in each activity, and verifies each athlete's eligibility.
9. Shall coordinate with the district finance officer in preparing and administering the athletic program budget.
10. Shall requisite, in cooperation with appropriate staff members, supplies, uniforms, and equipment for athletic programs.
11. Shall supervise the cleaning, storage, and care of all athletic equipment.
12. Shall supervise all ticket sales and fund-raising events connected with the athletic program, and assume responsibility for proper handling and accounting of monies involved.
13. Shall arrange all details of visiting teams' needs as appropriate.
14. Shall make all necessary arrangements for the use of non-school playing fields and facilities.
15. Shall oversee the fairness of practice schedules as they relate to available time on the fields and in the gymnasiums.
16. Shall provide for the physical examination of all athletes prior to the beginning of each season.
17. Shall administer the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims.
18. Shall keep records of the results of all varsity athletic contests, and maintain a record file of all award winners, stating the date and type of the award, including athletic scholarships.
19. Shall plan and supervise an annual recognition program for school athletes.
20. Shall promote and directly work toward academic achievement during the athlete's high school career and serve as a liaison for post-secondary scholarships and other financial incentives.
21. Shall provide for the collection of all consent forms for drug testing before each season's athletic practices.
22. Shall provide district office with complete and accurate rosters of staff members.
23. Shall ensure that all athletic staff members have completed appropriate paperwork and background checks before participating in duties.
24. Shall perform other duties related to this position as assigned by the superintendent.

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 simply grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push, or pull light weights up to approximately 20 pounds

Qualifications and Education Requirements

- Holds at a minimum a Bachelor's Degree; preferred degree in sports administration with course work in business, finance, or physical education preferred.
- Three years of experience as a coach and/or athletic director, preferred
- Knowledge of coaching techniques in multiple sports
- Strong leadership skills and highly organized
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Days worked and salary

- 225-day contract
- Approved salary schedule of the Newport Board of Education

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time