



Kenton County School District | It's about ALL kids.

Issue Paper

DATE:

6/21/22

AGENDA ITEM (ACTION ITEM):

Consider/Approve revision to the current job descriptions for "High School Athletic Director", and "Middle School Athletic Director",

APPLICABLE BOARD POLICY:

01.11 General Powers and Duties of the Board; 03.233 "Duties": Job Description

HISTORY/BACKGROUND:

Currently, the Kenton County School District has a job description for revision to the current job descriptions for "High School Athletic Director", and "Middle School Athletic Director". The attached proposals for changes in the job descriptions are more aligned to the expectations of the current positions, as needs in the roles have changed over time.

FISCAL/BUDGETARY IMPACT:

No net financial impact.

RECOMMENDATION:

Approval to revise the current job descriptions for "High School Athletic Director", and "Middle School Athletic Director",

CONTACT PERSON:

Malina Owens

Principal/Administrator



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County School District
Job Description: High School Athletic Director
Job Class Number: 6240

TITLE: High School Athletic Director

QUALIFICATIONS:

1. Member of the high school teaching staff
2. Prior coaching **or playing** experience
3. **Strong leadership and management skills**
4. **Such alternatives to the above qualifications as the Board may find acceptable and appropriate**

REPORTS TO: Principal on individual school issues; ~~Director of Student Engagement~~ **Coordinator** on district issues.

SUPERVISES: **Head** coaches, assistant coaches, and ~~cheerleading sponsors~~ **volunteers** assigned to the particular building's Athletic programs.

JOB GOAL: To provide each enrolled student of secondary school age an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasure of sport, and the principles of fair play.

PERFORMANCE RESPONSIBILITIES:

1. **Has thorough knowledge of the Athletics and Sports Activities Policy and Coaches Handbook approved by the Kenton County Board of Education and is responsible for its implementation.**
2. **Has thorough knowledge of KHSAA By-Laws and NFHS rules.**
3. **Serves as the KHSAA Designated Representative of school.**
4. Organizes and administers the overall program of extracurricular interscholastic athletics, for the school.
5. Provides leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
6. **Ensures the Emergency Action Plan is shared with coaches and updated annually.**
7. Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.
8. Assumes responsibility for ~~the organization and scheduling of all interscholastic athletic events~~ **and practices** in collaboration with the head coach of each individual sport.
9. ~~Hires officials, team physicians, and police officers as required, and~~ Assumes general responsibility for **game management and** the proper supervision at all home games.
10. Arranges transportation for all athletic contests ~~where transportation is needed.~~ **when required.**
11. Arranges for meals and lodging for athletes and coaches when required.
12. ~~Develops and places into operation appropriate rules and regulations governing the conduct of athletic events.~~
13. Represents the school and/or district at State and conference meetings.
14. Serves as the school liaison with booster clubs at the school, **if applicable.**
15. Secures athletes' parental ~~permission,~~ **and** medical permission, ~~and~~ insurance data, **and any other required paperwork.**
16. Establishes ~~the physical and academic~~ requirements of eligibility for participation in each sport in accordance with KHSAA guidelines and school criteria and verifies each athlete's eligibility to the principal.
17. Prepares and administers the athletic budget.
18. Requisitions program supplies and equipment **in compliance with board policy.**
19. Supervises all ticket sales and fund-raising events for the athletic program.

Kenton County School District
Job Description: High School Athletic Director
Job Class Number: 6240

20. Arranges for all details of visiting teams.
- ~~21. Arranges field and gym practice schedules.~~
- ~~22. Makes arrangements~~ **Handles requests** for non-school use of playing fields and facilities in accordance with policy 5.3—Use of School Facilities **compliance with Board Policy.**
- ~~23. Administers the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims.~~
24. Keeps records of results of all athletic contests, and maintains a record file of all award winners, stating the date and the type of award, including athletic scholarships.
25. Coordinates an in school, extracurricular program, as directed, designed to foster support for the athletic teams and school spirit among nonparticipants.
- ~~26. Plans and supervises~~ **Ensures that all athletic teams have** recognition programs for school athletes.
27. Ensures that all coaches complete all ~~State~~ **KHSAA** and District required trainings ~~for coaching.~~
28. Completes and submits all required KHSAA **and District** paperwork within the deadlines ~~for submittal.~~
29. **Updates school activities list and assists in the data collection for CBAS Pillar 3.**
30. **Enters all athletic events in FS Direct – School Dude.**
31. Performs other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: N/A
- Salary Schedule: Two periods per day. High School Athletic Director on Supplementary Salary Schedule
- Fair Labor Standards Act (FLSA) Status: Exempt
- **Assignment of supplemental duty to any employee is on a year-by-year basis only and does not give rise to any expectation of a continued right to hold and receive compensation for such duties.**

EVALUATION:

Performance of the position will be evaluated by the principal

APPROVED: 11/25/1980

REVISED: 01/25/2012, 06/14/2018, **7/11/2022**

Kenton County School District
Job Description: Middle School Athletic Director
Job Class Number: 6241

TITLE: Middle School Athletic Director

QUALIFICATIONS:

1. Member of middle school teaching staff
2. Prior coaching **or playing** experience
3. **Strong leadership and management skills**
4. **Such alternatives to the above qualifications as the Board may find acceptable and appropriate**

REPORTS TO: Principal **on individual school issues; Student Engagement Coordinator on district issues.**

SUPERVISES: **Head** coaches, **assistant coaches**, and ~~cheerleading sponsors~~ **volunteers** assigned to ~~that the~~ **particular** building's Athletic programs.

JOB GOAL: To provide each enrolled student of secondary school age an opportunity to participate in an extra-curricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play.

PERFORMANCE RESPONSIBILITIES:

1. **Has thorough knowledge of the Athletics and Sports-Activities Policy and Coaches Handbook approved by the Kenton County Board of Education and is responsible for its implementation.**
2. Supervises a portion of all home games as directed by principals
3. Organizes and administers the overall program of ~~interscholastic~~, extracurricular **interscholastic** athletics, for the school.
4. **Ensures the Emergency Action Plan is reviewed with coaches and is updated annually.**
5. Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.
6. Assumes responsibility for the organization and scheduling of all interscholastic athletic events
7. ~~Hires officials, team physicians, and police officers as required, and~~ **Assumes general responsibility for game management and** the proper supervision of home games.
8. ~~Arranges transportation for athletic contest participants as needed~~
9. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
10. Secures athletes' parental permission, medical permission, and insurance data.
11. ~~Verifies~~ **Establishes** the physical and academic requirements of eligibility for participation in each sport **in accordance with** ~~based on criteria in~~ the Northern Kentucky Middle School Athletic Association Bylaws, **KHSAA guidelines and school criteria and verifies each athlete's eligibility to the principal.**
12. Prepares and administers the athletic budget.
13. Requisitions program supplies and equipment **in compliance with board policy.**
14. Supervises all ticket sales and fund-raising events for the athletic programs.
15. Arranges for all details of visiting teams.
16. Arranges field and gym practice schedules.
17. Makes arrangements for non-school use of playing fields and facilities **in accordance with Board**

Kenton County School District
Job Description: Middle School Athletic Director
Job Class Number: 6241

Policy 5.3 – Use of School Facilities.

- ~~18. Administers the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims~~
19. ~~Plans and supervises~~ Ensures that all athletic teams have a recognition program for school athletes.
20. Performs other duties as assigned by the supervisor.

TERMS OF EMPLOYMENT:

- Salary determined by the Supplemental Salary Schedule
- Assignment of supplemental duty to any employee is on a year-by-year basis only and does not give rise to any expectation of a continued right to hold and receive compensation for such duties.

EVALUATION: Performance of this job will be evaluated annually by the principal

APPROVED: 10/13/1986

REVISED: 06/14/2018, 07/11/2022