

**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Athletic Director

REPORTS TO: Superintendent or Designee

SUPERVISES: Athletic Coaches and Assistant Coaches

BASIC FUNCTION:

To provide each enrolled student 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. Ability to organize and manage program/activities as an integral part of a total educational program of the district. Ability to work with principals, game officials, community organizations and booster clubs.

REPRESENTATIVE DUTIES:

The terms of employment are designated by the contract.

- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance.
- Helps supervise the athletic programs for the middle and high schools consistent with the Lee County Board of Education Policies, Regulations, Administrative Directives, and the KHSAA.
- Ensures that coaches do athletic weekly grade checks.
- Is responsible for reporting all KHSAA Title IX compliance reports, surveys, participation lists, eligibility lists, Title IX reports and coordination of athletic drug testing policies.
- Assists the principal/designee in the planning of orientation of new athletic personnel.
- Assists the head coach in the preparation of all game contracts specifying dates, time, and location, and keeps all signed contracts on file and current for all sports.
- Co-coordinates: Securing of all referees by implementing proper procedure for acquiring purchase orders and checks.
- Under the direction of the principal, performs assigned duties and acts as supervisor for all home athletic events. For each away activity, ensure a person is designation as the “person in charge” in the event the Athletic Director is not present.
- Assists the head coach in making the proper request through the Transportation Department for all game transportation requirements (tentative) at least three weeks prior to the first game of the season.
- Supervises all ticket sales, concessions, and fund-raising events of the athletic program.
- Coordinate with police, security and EMT’s for all athletic events.
- Maintains master schedules of all athletic events which have been approved by the principal, and submits a copy of the master schedules to the Superintendent/Designee.
- Assists the head coach in purchasing and monitoring inventory of all equipment and supplies.

- Assists the head coach in ascertaining that all equipment, facilities, and conditions ensure health and safety of team members in practice sessions and games.
- Assists the head coach to assure that all first aid supplies and equipment for all athletic teams are available.
- Assists the school administrators and coaches in issuing and collecting the required physical examination and parent permissions forms.
- Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers.
- Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, wellbeing or work output of other people and meet multiple demands from several people.
- Advises and consults with principals/coaches on all athletic fund raising activities; will also oversee and coordinate all financial matters that pertain to the athletic program at their school in accordance to the Accounting Procedures for Kentucky School Activity Funds (“Redbook”).
- Serves as the designate liaison to the Director of Transportation and Maintenance to ensure safe, playable conditions for all athletic facilities.
- Works directly with the middle school and high school principals relative to the county-wide coordination of athletic matters.
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and procedures associated with athletic programs;
- Areas related to athletic programs in the district, including current laws and changes in legislation and regulations relevant to these programs;
- District policies and procedures to effectively carry out job duties;
- Best practices in athletics

ABILITY TO:

- Locate information from local, state, and federal departments.
- Communicate effectively in both oral and written communications;
- Collaborate with district and school staff;
- Demonstrate positive, professional relationships with district personnel, parents, and community members;
- Provide needed resources, services, and materials for students and coaches;
- Be clean, neat, and professional dressed at assigned duties;
- Maintain professional interpersonal skills using tact, patience, and courtesy and cooperative effective relationships with others consistently displaying self-control, honesty, and credibility with parents, students, visitor, and school personnel.

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 to heavy weights.

EVALUATION:

- Annual development of Professional Growth Plan
- Annual evaluation of job performance by supervisor

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

- High School Diploma or G.E.D. Certificate;
- Bachelor of Arts or Science, teacher certification, and/or three years of experience in the intramurals, human relations, and athletics preferred
- Current certification in first aid and CPR
- Valid Kentucky Driver's license
- Meet all requirements in KHSAA bylaw 25 for athletic directors.

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| Most recent approval by the Powell County Board of Education | Date: |
| Printed name of employee receiving job description. | |
| Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner. | |
| Employee Signature: | Date: |