

Position: Athletic Director & Afterschool Programs Coordinator

Reports to: Principal

Work year/Days: 181 days

Salary/Grade: Classified/Grade XIII

SCOPE OF RESPONSIBILITIES:

Formulates and administers policies and procedures relative to the interscholastic and intrascholastic athletic programs. This includes activities such as recruiting coaches, scheduling contests, arranging for referees, making necessary arrangements for facilities relative to those contests and maintaining adequate records.

Formulates and administers policies and procedures relative to after school community and school sponsored programs including community club athletic teams using the school facilities. This includes activities such as developing a robust afterschool program, recruiting coaches/sponsors, developing a schedule that minimizes overlap, making necessary arrangements for facilities relative to the afterschool program and maintaining adequate records.

PERFORMANCE RESPONSIBILITIES:

1. Plans, organizes, administers, and supervises the operation of the school's athletic programs and the school's afterschool programs.
2. Schedules all athletic events and assures they are properly staffed and conducted. Schedules all afterschool school and community programs.
3. Recruits coaches/ sponsors for all athletic activities and after school activities, and recommends their appointment to the Principal.
4. Coordinates required training for coaches and ensures that all needed coach/sponsor documentation is on file prior to their employment. Ensure completion and submission of facility use form, student rosters, facility use contracts, student registration forms, student waivers and other related documentation as requested by the principal.
5. Communicates schedule changes to principal and other necessary parties/forms of communication in a timely manner to facilitate timely dissemination of information to participating students and their parents.
6. Employs, evaluates and authorizes payment of all sports referees/officials.
7. Prepares an annual Budget for Athletics and manages all athletic funds.
8. Prepares an annual Budget for school activity funds within the afterschool program.
9. Conducts periodic meetings and/or communications with coaches /sponsors to ensure their knowledge with the operating policies.
10. Authors all necessary sports communications to parents and staff, and all after school program communications to parents and staff, including School News announcements and a fall, winter, and spring listing of activities for the school webpage.
11. Ensures completion and submission of all forms related to the employment of coaches, registration of student athletes and scheduling of facilities.
12. Ensures all student athletes have an up-to-date KHSAA physical exam approving participation before participation is permitted.

13. Is a member of the Student Activities Committee and Chairs the Athletic Committee (APSAP) for the School.
14. Organizes and supervises the operation of the concessions and admissions, including coordination of parent volunteers and financial receipts and reporting.
15. Coordinates the North-South basketball game with the Community & Alumni Association Directors of Finance and Communications.
16. Supports K-4 Anchorage student participation in community league play through chairing related sub-committees in each sport and assisting Anchorage community league teams with scheduling facility usage and disseminating communications to our school community.
17. Seeks and pursues opportunities to expand and enhance athletic opportunities for Anchorage students.
18. Collaborates with Communications Coordinator to keep webpage and school calendars up-to-date.
19. Provides parents and student participants an opportunity to complete an exit survey at the conclusion of each extra-curricular activity and uses feedback to inform continuous improvement efforts.
20. Coordinates, attends, and presides over annual pre-season parent meetings for each school sport.
21. Maintains and updates knowledge and skills required for success in the position by participating in professional development activities as needed or as assigned.
22. Performs other duties as assigned by the Superintendent.

MINIMUM QUALIFICATIONS:

1. Kentucky Teacher Certification (preferred)
2. Demonstrated Organizational skills
3. Demonstrated success in ability to plan, implement, and monitor policies and procedures in the area of assigned responsibility.
4. Demonstrated Communication skills, including exemplary written and oral skills.
5. Drive to provide a quality robust afterschool program that provides enriching after school activities for students at all grade levels.
6. Ability to work both independently and cooperatively, exercise independent judgment and creativity, organize work, manage, prioritize and complete multiple complex projects with tight deadlines.
7. Coaching experience.

PHYSICAL DEMANDS/REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal. The employee must occasionally lift and / or move 25-40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.