

**Title:**

**District Athletic Director (6th-12th)**

**Qualifications and Credentials:**

- Master's Degree and Kentucky Teacher Certification
- Minimum of three years successful teaching experience
- Minimum of three years successful coaching experience
- Working knowledge of all District Sports
- Must demonstrate interpersonal, communication, and organizational skills
- Must be of good character and moral behavior, have no convictions of a felony or past criminal history, and be in good health as evidenced by completion of a physical examination as prescribed by the Board.
- Successful completion of a criminal records check, AIDS awareness training, current certification in first aid and CPR and Valid Kentucky driver's license required.

**Reports To:**

Superintendent or designee

**General Responsibilities:**

The District Athletic Director is responsible for the management, supervision, coordination, and planning of the district's schools athletic programs, athletic functions, and athletic facilities. Those responsibilities include oversight of student participation and supervision and evaluation of all coaches.

**Essential Duties and Responsibilities:**

- Organizes and administers the overall program of extra-curricular athletics of the district.
- Coordinates with school administration to ensure supervision is provided for all home athletic contests for each sport (includes middle school, freshman, junior varsity, and varsity contests).
- Coordinates and provides leadership in the selection, assignment, and evaluation of all coaches.
- Ensure that all coaches, including para-professionals and volunteers, meet all training requirements on an annual basis. (Includes KHSAA Rules Clinics, KHSAA Sports Safety Course, CPR training, annual medical training, Restraint and Seclusion Training, and all other trainings required by the KHSAA or Simpson County Schools)
- Perform annual evaluations of all head coaches. (This will require adequate time to observe each coach on a regular basis during both practices and competition).
- Assumes responsibility for the organization and scheduling of all interscholastic athletic events.
- Supervises the ticket sales, concessions, and other fund-raising events connected to the athletic program and assumes responsibility for the proper handling and accounting of all revenues.
- Oversees the coordination and maintenance of all athletic competition and practice venues and ensure that all venues are safe and hazard free for participants and spectators. (Includes cleaning, mowing, painting, field maintenance and marking, and risk management inspections)
- Prepare all work requests related to athletic venues.
- Interprets and implements all rules and guidelines prescribed in the SCS Athletic Handbook.
- Act as the district's liaison to middle school athletic programs to promote cooperation and continuity and serves as advisor and provides support to MS Athletic Director(s) and/or administrators concerning KHSAA requirements.
- Interprets and implements all athletic regulations and rulings mandated by the Kentucky High School Athletic Association
- Serve as the school Title IX Coordinator and Chair of the school's Title IX Committee, work to maintain Title IX compliance, and be responsible for all Title IX reporting.
- Conducts regular coaches meetings and training sessions to keep them informed and communicate expectations.
- Oversees the coordination of the assignments of officials for all athletic contests
- Assumes general responsibility for and assists administration with proper supervision and crowd control at all athletic contests.
- Coordinate and secure transportation for all athletic contests

- Assists coaches with logistics related to travel, including lodging and meals, when needed.
- Oversees the coordination and verification of student's eligibility for each sport. (Includes annual credit check and weekly grade checks for every student-athlete).
- Works alongside school administration, counselors, teachers and parents to verify student eligibility.
- Assumes the general responsibility of preparing and administering the overall athletic budget and supervises the budget for each sport. (Includes inspection and approval of purchase orders from all athletic programs)
- Supervises and assists coaches with the purchasing, maintenance, and storage of all athletic supplies, uniforms, and equipment.
- Maintain inventory of equipment and assets for each team.
- Coordinate scheduling and contracts associated with athletic contests.
- Makes arrangements as necessary for visiting teams
- Coordinates the scheduling and payment of all game officials.
- Coordinates the use of all school and non-school playing fields, gymnasiums, and other athletic venues.
- Supervises and coordinates practice schedules and use of school facilities, including weight room, fieldhouse and gymnasiums in other SCS buildings.
- Coordinate sale of season tickets for all sports.
- Promote and coordinate information for schedules, schedule changes and updates, youth leagues, summer camps, etc. to school, feeder schools, and local media.
- Assumes responsibility for ensuring that all student athletes have completed all pre-participation requirements, including required physical examinations, permission to participate, proof of insurance, and all other required documentation prior to participation in the school athletic program.
- Coordinate and oversee all student athlete transfers to insure eligibility and KHSAA compliance.
- Coordinates the insurance program covering school athletes and the processing of all reports and claims.
- Document and track all athletic injuries, insurance claims, and clearance to participate.
- Maintains records of the district's athletic contests and appropriate statistics.
- Assumes the role of custodian of district athletic records, including team and individual records and awards.
- Plans and coordinates all recognition programs for teams and individuals, including scholarship recipients.
- Represents SCS at district or state meetings related to athletics.
- Maintains lines of communication with appropriate media outlets to publicize events, updates, and other areas of public interest.
- Oversees the coordination of pre-game, half-time, and post game activities and ceremonies. (Includes "Senior Nights", Homecomings, and other special events)
- Coordinates and gathers information for team programs and press guides.
- Communicates appropriate information to visiting teams and game officials.
- Supervises and coordinates press box assignments and accessibility.
- Oversees the coordination of all game-management personnel for each contest, including security, supervision, gate workers, emergency personnel, announcers, score keepers, and clean-up crews.
- Assume responsibility for stocking, supervising, staffing, and managing concession stands during athletic events.
- Assumes responsibility for cleaning, maintenance, and storage for each athletic venue concession stand and ensures that all concession facilities meet health code standards.
- Assume responsibility for the development, implementation, and documentation of an Emergency Action Plan for each practice and competition venue.
- Assist athletic booster clubs and serve as the district liaison to any and all athletic booster clubs and ensure that all booster club activities are compliant with Title IX, Red Book procedures, and SCS Policies and Procedures.
- Attend all district and region pre and post-season meetings and all required KHSAA meetings.
- Maintain the school athletic website, app and athletics online platforms.
- Maintain required records and information on the KHSAA website.
- Coordinate School Hall of Fame nominations, elections and ceremonies.





I have read and understand the terms set forth in this job description.

Signature of Employee\_\_\_\_\_

Date Signed\_\_\_\_\_