

## **JOB DESCRIPTION FOR: Assistant Athletic Director**

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**REPORTS TO:** Principal and/or Athletic Director

### **QUALIFICATIONS:**

Bachelor's degree preferred; a minimum of 64 college credit hours is acceptable. Minimum of one year's coaching experience preferred.

### **GENERAL RESPONSIBILITY:**

To provide each student an opportunity to participate in extra-curricular athletic activities that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of the sport, and the principles of fair play.

### **Assists in the following DUTIES:**

1. Organizes and administers the overall program of interscholastic athletics pursuant to Board and KHSAA policies.
2. Recommends employment and assignment of athletic coaches to the principal.
3. Fosters good school/community relations by keeping the community aware of and responsive to the athletic program.
4. Organizes and schedules all interscholastic events; prepares a master sports calendar that includes conference and non-conference games/events. Coaches may recommend and assist in scheduling, but the athletic director retains responsibility.
5. Coordinates the securing of game officials. Coaches may secure officials for their own sport, but the athletic director coordinates home events.
6. Coordinates, with coaches, transportation for athletic participants.
7. Develops, with approval of the principal, appropriate rules and regulations governing the conduct of teams and coaches pursuant to Elizabethtown Board of Education policies.
8. Enforces physical and academic requirements of eligibility for participating in each sport and verifies each athlete's eligibility, consistent with Board and KHSAA rules.
9. Administers the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims.
10. Supervises coaches in preparation of an activity budget to be approved by the principal and recommended to the Superintendent in the overall school budget.
11. Confers with the principal as to the status of all athletic accounts as reported in the monthly school activity financial report.
12. Follows Board procurement policy in securing supplies and equipment for athletic teams. With the principal, co-signs purchase requests related to athletic programs.

**JOB DESCRIPTION FOR:            Athletic Director (continued)**

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13. Supervises the cleaning, storage, and care of all athletic equipment and uniforms.
  14. Works with visiting teams to ensure needed services.
  15. Coordinates and approves field and gym practice schedules for all athletic teams.  
Coordinates/schedule non-school use of playing fields and athletic facilities.
  16. Coordinates record keeping and results of all athletic contests.
  17. Works closely with athletic booster groups to interpret and promote school policy and philosophy as it applies to the functions of the booster groups.
  18. Work with the principal to Evaluate the performance of all head coaches.
  19. Directly supervises assistant athletic director(s), if such positions are funded.
  20. Contacts law enforcement officers/team physician for athletic contests and activities.
  21. Supervises after hours extra-curricular activities as designated by the principal.
  22. Supervises all ticket and concession sales at athletic events; all school vending sales; and assumes responsibility for proper handling of money pursuant to Board and KDE regulations.
  23. Supervises and ensures an annual recognition program for school athletes.
  24. Promotes and directly encourages students to work toward academic achievement during their high school careers, and serves as a liaison for post-secondary scholarships and other financial incentives.
  25. Maintains confidentiality of students and/or staff.
  26. Evaluates all athletic programs on an annual basis and makes recommendations for improvement to the building principal.
  27. Mediates the resolution of problems, issues, and concerns that may arise between coaches and athletic programs.
  28. Ensures compliance on Title IX, to include completion and submission of reports and observance of regulations; collaborates with the district Title IX administrator.
  29. Oversee the effective utilization of the athletic facility scoreboard to insure maximum utilization.
  30. Make annual presentation of athletic budget to include transportation costs and the utilization of booster club finances. Maintain monthly statements to be available upon request.
  31. Maintains open communication with all coaches and meets with all coaches as a group at least two times per year to disseminate information and discuss areas of concern.
  32. Provide long range planning for major athletic repairs/upkeep by utilizing a shared commitment from the athletic and district funds.
  33. Performs such other tasks and assumes such other responsibilities the principal may assign from time to time.
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