

Professional Staff Position (Job Description)

Job Title: Athletic Director

Qualifications: 1. Certified staff member
2. Coaching background preferred

Reports To: Building Principal

Terms of
Employment: The regular school year as established by the Board with
a salary to be established by the Board.

Job Goal: To assist the principal with the administrative work necessary in the development of athletic schedules necessary for a balanced program for that school site. The program shall provide the enrolled students an opportunity to participate in an extracurricular 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. Assumes the responsibility for the organization and scheduling of all interscholastic athletic events.
2. Recommends the hiring of officials and other personnel required to operate a home game event.
3. Working with the principal, assumes general responsibility for the proper supervision of home games or events. The principal and the athletic director may wish to divide the home events between themselves to insure appropriate coverage of all home events.
4. For tournaments held in local facilities the athletic director shall assume responsibility for the organization and supervision of these events.
5. For home events, the athletic director shall insure that the facility to be used is set up to accommodate the event.
6. Working with the respective coaches, the athletic director shall insure provision of necessary rosters of participants as required.
7. Working with the respective coaches, the athletic director shall insure that records of all interscholastic contests for the school and a record file of letter award winners are kept for each sport.

Evaluation: Performance of this position will be evaluated annually in accordance with the provision of the Board policy.

Adopted: March 22, 1990