

FREMONT COUNTY SCHOOL DISTRICT #14
ATHLETIC DIRECTOR
JOB DESCRIPTION

JOB TITLE: ATHLETIC DIRECTOR

QUALIFICATIONS:

1. Wyoming Department of Education teacher certification in appropriate areas.

REPORTS TO: Superintendent

JOB GOAL: To supervise, coordinate and oversee the districts' athletic programs.

PERFORMANCE RESPONSIBILITIES:

1. Supervise the district athletic programs.
2. Creates and distributes schedules and is responsible for the hiring, payment and scheduling of officials.
3. Develops the athletic budget as directed by the assistant superintendent for finance.
4. Maintains records for all school sports (eligibility forms, physical forms, athletic codes, WHSAA materials, athletic purchase orders, clothing/equipment purchase requests, rosters, competition information, etc.).
5. Coordinates transportation requests between the Transportation Department and coaches.
6. Stays current and knowledgeable on all District policies, WHSAA rules, regulations and meetings.
7. Supervise all coaches including certification requirements and updates.
8. Coordinates public relations including media, athletic fund raiser/marketing, athletic calendar posters, event concessions and revenue disbursement.
9. Attend League meetings and represents the school in league matters concerning bylaws, schedules or other issues.
10. Completes evaluation of head coaches.
11. Teams with the principal in the overall coordination of building activities.
12. Perform all other duties as assigned.

TERM OF EMPLOYMENT: Designated by contract.

EVALUATION: The immediate administrative supervisor will evaluate performance of this job annually.

Name

Date

Supervisor

Date