

Athletic Director (Current Job Description/Posting)

Position Purpose

To manage and coordinate the school district athletic activities and sports programs to promote athletics and physical fitness as positive extracurricular activities, and to ensure that all students have an equal opportunity to participate and share in the benefits of the district's athletic programs

Essential Functions

- Supervises the **High School and Middle School's athletic programs** in coordination with the Principal, Superintendent and others, including recommending policies and procedures relating to the athletic programs.
- Analyzes and **evaluates existing athletic programs and equipment** for the purpose of ensuring that they serve the best interest of the district and the students who participate, meet applicable laws and regulations, and ensure safety of participants.
- Assists in the **recruitment, selection, supervision and evaluation** of all coaches.
- Serves as a **consultant** to administration, teaching staff, coaches and students on matters pertaining to the athletic programs.
- **Analyzes student participation** and develops procedures to ensure that the maximum number of students have the opportunity to participate in athletic activities and that the programs do not discriminate against female or minority students.
- Supervises the **district's athletic facilities**, oversees the scheduling and coordinating of practices and athletic events, and disseminates information as needed regarding the times and places athletic events.
- Supervises and coordinates the **district budget and finances** for all sports programs and sporting events, including inventory and control of uniforms, supplies and equipment.
- Serves as the school district representative and **liaison to the interscholastic league**, the C.I.A.C., Booster Club and other sports-related groups as needed.
- Assists in ensuring that all applicable laws and regulations relating to athletics are applied and followed, including **Title IX and other federal laws** and regulations, state laws and regulations, and C.I.A.C. rules and regulations.
- Coordinates the **transportation schedule** and provides for safe and cost-effective transportation for off-site athletic or sporting events.
- Assists in establishing and administering a program for **passes for members of the community for athletic and related events**.
- Coordinates the selection and **compensation of sports officials/referees** for on-site events, and represents the district for the purpose of securing the highest possible quality of officiating.
- **Establishes criteria for awards** relating to participation and demonstrating excellence in school district athletic programs, including eligibility requirements.

- **Creates materials to publicize athletic and sporting events**, both in printed and electronic formats, for the purpose of disseminating information and fostering enhanced awareness among students, staff, and the community in recognizing and supporting the school's athletic programs and attending events.
- **Maintains professional relationship with media sources** for the purpose of providing information regarding schedules, postponements or cancellations, sporting event statistics, records, and other relevant information.
- Coordinates with others for the purpose of **scheduling ancillary activities** that occur prior to, during, and after sporting events, such as musical programs, press boxes, scorers tables, half-time programs, police coverage, ticket sales, availability of on-site medical care, concessions, custodial services, and other related activities.
- Coordinates the taking of **physical examinations** of participants in athletics.
- **Handles all accidents and injuries** in accordance with school policies, and applicable laws and regulations, including reporting and documentation requirements.
- Maintains records and documents as required and necessary to ensure proper **documentation of athletic program activities**, events, participation, and related information for the purpose of complying with school policies as well as applicable laws and regulations.

Additional Duties

Performs other related tasks as assigned by the High School Principal or Superintendent.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Equipment

- Uses standard office equipment such as personal computers, printer, copier and fax machines, calculators and telephone.
- Uses equipment and supplies related to sports, athletics, and physical fitness.

Travel Requirements

Travel to school district buildings and professional meetings as required.

Physical and Mental Demands, Work Hazards

Work in standard office and school building environments.

Note: Also see the Summary of Physical, Sensory and Environmental Requirements Needed to Perform Essential Job Duties for this position.

Knowledge, Skills, and Abilities

- Knowledge of athletics, athletic programs, and physical fitness.
- Knowledge of applicable federal and state laws and regulations regarding school district athletic programs, safety and health, and other areas under responsibility.
- Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel, PowerPoint).

- Ability to evaluate, develop and implement athletic programs, activities and events, and take effective recommendations related to those areas.
- Effective verbal and written communication skills.
- Ability to organize multiple tasks and conflicting time constraints.
- Ability to engage in self-evaluation with regard to leadership, performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Qualifications Profile

- Certification/License:
- [State] State Certification in related area or as required for position.
- Motor Vehicle Operator's License or ability to provide own transportation.

Education

Bachelor's and Masters Degree from an accredited college or university in related field.

Experience

- Successful experience managing or directing the athletic programs or a school district preferred.
- Successful Supervisory experience preferred.

FLSA Status: Exempt

Athletic Director/Student-Athlete Counselor

Proposed Additional Responsibilities

GOAL 1: Support college and career readiness of all student athletes with academic advising, college advising, student-athlete recruitment plans, self-marketing plans for prospective coaches, family student-athlete workshops,

GOAL 2: Create an additional layer of academic accountability for students to SAT / ACT Test Prep, Tutoring,

GOAL 3: Support the physical, social and emotional health of student athletes. Sports Training Consultation and Mental Training Preparation

- Coordinates an **after-school tutoring program** for all student-athletes to ensure academic eligibility and satisfactory academic progress.

- **Develops an inclusive academic and athletic program** to enrich the lives of students and create peer-to-peer leadership and learning opportunities
- **Coordinates the Academic Pathways and Post-Secondary Partnerships** (Advanced Manufacturing, Allied Health, Technology)
- **Assists students in evaluating students' aptitudes and abilities** through the interpretation of individual standardized test scores and other pertinent data, and works with students in developing education and occupation plans consistent with such evaluation.
- Assists students in making **course and subject selections**, as well as with evaluating career interests and choices.
- Obtains and disseminates information regarding **occupational opportunities** to students and to classes studying occupations.
- Assists students with admissions, recruitment, and athletic scholarships
- Assists with the orientation students who are new to the school regarding athletic opportunities
- Serves as a ready resource to students to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
- Encourages parental involvement in student-athletes education and ensures effective communication with students and parents.

PROPOSED

Assistant Athletic Director/Athletic Clerk

Position Purpose

To support the management and coordination of the school district;s athletic activities and sports programs to promote athletics and physical fitness as positive extracurricular activities, and to ensure that all students have an equal opportunity to participate and share in the benefits of the district's athletic programs

Essential Functions:

- Works with students, parents, faculty and administrators as part of the **Athletic Office administrative team**.

- Maintains athletic department records including student-athlete information, records and forms. Ensures **student rosters** are current and complete on CIAC website.
- Coordinates the **recognition of student-athletes** at the end of each season, including senior night, varsity letters, pins, individual and team banner, championship rings and team celebrations.
- Assists the Athletic Director with the development of the interscholastic **athletic schedules (games and practices)** and **officials schedules** for all contests.
- Assists the Athletic Director in the **coordination of transportation** for all athletic contests.
- Assists the Athletic Director in **coordination of support personnel** for all athletic contests, including game management, ticket sales, security, athletic trainer and emergency personnel and apparatus.
- Implements and monitors usage of the **Athletic Code of Conduct**.
- Assists the Athletic Director in the **supervision of all contests**.
- Assists the Athletic Director in ensuring that all applicable laws and regulations relating to athletics are applied and followed, including **Title IX and other federal laws** and regulations, state laws and regulations.
- Creates materials to **publicize athletic and sporting events**, both in printed and electronic formats, for the purpose of disseminating information and **fostering enhanced awareness among students, staff, and the community in recognizing and supporting the school's athletic programs to increase attendance** at sporting events.
- Maintains school/district **athletic website pages and develops a strong social media presence**. Maintains professional relationship with **media sources** for the purpose of providing information regarding schedules, postponements or cancellations, sporting event statistics, records, and other relevant information.
- Coordinates with others for the purpose of **scheduling ancillary activities** that occur prior to, during, and after sporting events, such as musical programs, press boxes, scorers tables, half-time programs, police coverage, ticket sales, availability of on-site medical care, concessions, custodial services, and other related activities.
- **Handles all accidents and injuries** in accordance with school policies, and applicable laws and regulations, including reporting and documentation requirements.

- Maintains records and documents as required and necessary to **ensure proper documentation of athletic program activities, events, participation,** and related information for the purpose of complying with school policies as well as applicable laws and regulations.
- Assists the Athletic Director in administering the **annual budget**
- Responsible to carry out all other duties assigned by the Athletic Director and/or a district administrator

Additional Associated Costs

Current Model for Athletics	
Current Salary	\$97,092
P/T Athletic Director Stipend	\$12,402
0.4 FTE Teacher to Cover AD	\$20,564
TOTAL	\$130,058
Proposal for Expanded Athletic Department and Enhanced Academic Counseling Program	
Athletic Director/Academic Counseling Salary	\$90,000
0.3 FTE Administrative Clerk/Attendance Clerk 2 hrs x 183 days x \$18	\$6,588
TOTAL	\$96,588

Current Model for Athletics	
Current Salary	\$97,092
P/T Athletic Director Stipend	\$12,402
0.4 FTE Teacher to Cover AD	\$20,564
TOTAL in addition to salary	\$32,966

Proposal for Expanded Athletic Department and Counseling Support	
Athletic Director/Academic Counseling	\$90,000
0.3 FTE Administrative Clerk/Attendance Clerk 3 hrs x 183 days x \$18	\$9,882
TOTAL minus addition to salary	\$66,916