

POSITION DESCRIPTION

Two Rivers Supervisory Union

Position Title: Athletic Director

Reports to: School Principal

Position Type: Exempt

Work Year: Per Contract

Compensation: Per contract

GENERAL DESCRIPTION/PURPOSE

The Athletic Director is to have oversight of the athletic programs for all high school sports including supervision of all personnel in developing and maintaining a viable program. With approval of the Principal/Superintendent for all hiring and dismissal of coaches.

This position supervises coaches, parent volunteers, student athletes and high school sporting events.

QUALIFICATIONS AND REQUIREMENTS

A Bachelor degree in related field is recommended.

Ability to work and cooperate with other staff members, parents, and students

Must possess administrative skills and possess and convey leadership qualities

Must be self-motivated and well organized

Needs to portray experiences in the areas of Physical Education, athletics, scheduling, and coaching skills

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervision

Supervise school head coaches providing direction and advice.

First line intervention with coaches, student athletes, parents of athletes, and spectators

Encourages and instructs athletes, students and fans in good sportsmanship

Planning

Plan High School athletic programs for the entire year in relation to regulations and school annual calendar. Approve coach's scheduling of athletic events.

Participate with other league athletic directors in planning, coordinating and implementing league games, events and activities

Advise and coordinate with elementary and junior high.

Work closely with office to ensuring all high school athletic events are on the master school calendar. Work in coordination with transportation to plan high school athletic travel, including travel dates, numbers for travel, departure and return times

Staffing

In consultation with the Principal, makes recommendations for the hiring of coaches.

Communicate paperwork/hiring requirements to coaches and with Human Resources in a timely manner.

Assist coaches in the selection of assistant coaches and volunteers

Provide for orientation, direction and training of high school coaches

Help the coaches succeed in their programs.

Complete an evaluation form and hold a conference with all coaches within three weeks after the conclusion of their sport season.

Administration

Maintain file of student athlete records such as physical examination forms; rosters; eligibility forms; accomplishments and awards

Order all letters and sports awards needed through recommendation from each high school head

coach

Plan and provide for all officials for high school athletic events

Management of all athletic gear; schedule practices and competition facilities and location; maintain athletic equipment and recommend purchase and replacements

Disseminate xxAA materials and enforce xxAA rules and regulations, including player eligibility.

Collect, file, and notify athletes and coaches regarding student eligibility as it pertains to the xxAA physical cards and athletic code of conduct.

Business and Financial Responsibility

In collaboration with coaches from each sport provide the Principal/School Board a yearly program budget

Arrange game gate attendants

Develop and implement a comprehensive marketing strategy including but not limited to a booster club, local business advertisement, fund raising and overall branding.

Works with the Principal for the development and implementation of state tournament budget, monies and arrangements

Public Relations

Serve as the spokesman and promoter of athletics at SCHOOL

Coordinate and assist visiting teams and arrange for needed services

Schedule and plan for sports awards programs at season end of each high school sport.

EVALAUTION

The Principal or their designee will evaluate the position according to the District evaluation process.

Note: This job description will serve as the conceptual basis for the position's performance expectations. Specific items may be deleted and priorities set for the position through conferencing with the supervisor as part of the evaluation process.

Term of Employment: Salary, benefits, renewal and length of contract will be determined by the Board annually.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environmental Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.