

CLASSIFIED HOURLY POSITION

CLASS TITLE: HIGH SCHOOL ATHLETIC DIRECTOR

DEFINITION: High School Athletic Directors are responsible to the Principal or her/his designee. The duties and responsibilities of the Athletic Directors are as follows:

General

- to provide leadership so that the school athletic program supports the worthy purposes of high school athletics and education.
- to perform duties directly related to the program. To develop, with the administration, a statement of specific duties related to the assignment.
- to make regular progress reports to the administrations.
- to attend job-related meetings and activities specified by the administration.
- to perform supervising duties appropriate to the program as outlined by the administration.
- to recommend to the Principal needed improvement in the program and provide leadership in implementing these changes.

Personnel

- to assist in the recruitment and selection of coaches.
- to supervise the work of certificated and classified personnel in the program.
- to be responsible for orienting and informing coaches, particularly new coaches, about school, District, D.V.A.L., and N.C.S. rules, regulations and policies with special attention to:
 - Eligibility - both academic and transfer.
 - Student sign-up, physical examination, insurance, and athletic fees.
 - Athletic code - expected behavior of athletes.
 - Serving as a role-model for athletes.
 - Arranging for early dismissal of athletes (only with Principal's approval and only when absolutely necessary).
 - Purchasing procedures.
 - Ordering and cancelling buses, District transportation policies.
 - Arranging for changes in time, date, or location of a contest.
 - Reporting results of contests to local news media.
 - Attendance at D.V.A.L. coaches meetings.
 - Supervising facilities (gym, locker room, field, etc.)
 - Prevention, care and reporting of injuries.
 - Access to student locator/emergency files.
 - Maintain inventory and record of issuance of equipment and uniforms.
 - Informing athletes through use of bulletins, notices, etc.
 - Athletic awards policies.

Policy

- to assist in the development of athletic policy.
- to assume leadership in implementing athletic policy and recommending any needed changes.
- to be informed about current rules and regulations governing athletics and to see that these are understood and followed by the coaching staff.

Finances

- to develop and submit to the administration a recommended expenditure budget for each sport.
- to monitor budget expenditures and balances.
- to develop with the administration a statement of procedures for the collection of student athletic fees, including:
 - Responsibility
 - Informing coaches and athletes
 - Follow-up on delinquent fees and provision for hardship cases.
- to inform coaches about procedure and calendar dates for ordering supplies and equipment.
- to work with the administration in planning athletic fund raisers.

Program of Sports

- to organize and assume responsibility for activities such as:
 - Preparation of facilities for athletic contests: e.g., field or gym set up.
 - Scheduling and calendaring joint use of facilities for practices and contests involving boys and girls athletic teams.
 - Preparation and follow-through for play-offs, league meets or N.C.S. and State play-offs.
 - Organizing and conducting athletic awards affairs, including calendaring, P.A., programs, publicity, etc.
 - Coaches meetings.
 - Resource for coaches.
 - Athletic awards policies and program.
 - Procuring officials for schedules home contests.

Liaison

- To represent the athletic department at all Booster's Club meetings and to act as liaison between parents, athletes, and school.
- To attend Athletic Director meetings as scheduled.
- To serve on District, League, or North Coast Section committees.