

## **JOB DESCRIPTION**

### **JOB TITLE: Athletic Director-High School**

#### Job Summary:

The position of "Athletic Director-High School" is to develop efficient and effective scheduling of athletic events and to promote sportsmanship, safety, and positive conduct during these events.

#### Essential Job Functions:

- Carry out all policies, procedures, and directives set forth by the Board of Education
- Coordinate and provide leadership for all phases of interscholastic and intramural athletics for the school
- Supervise, and assist in the evaluation of, all coaches under the direction of the administration
- Assumes responsibility for game management at all home interscholastic contests and for the accounting and deposit of gate receipts
- Be responsible for issuing, collection, repair, and inventory of equipment. Receive and evaluate equipment requests from coaches.
- Check incoming equipment as to its specifications and delivery
- Endeavor to promote positive public relations with all persons, news media, district patrons, staff, and associations - directly or indirectly connected with athletic matters
- Attend all home contests or provide an approved designee and arrange for proper supervision
- Assist the administration in preparing athletic surveys and reports as needed
- See that necessary help (e.g. officials, supervisors, etc.) is arranged for all home contests
- Prepare team information and participation forms
- Provide seating for opponents and spectators
- Inform opponent school (when applicable) as to number of spectators buying tickets, number of rooter buses, and name of official school district representative who will be attending away games
- Inform rally and spectators where they are to be seated at opponent's facility, as necessary
- Supervision of parking lots and related gates
- Makes recommendations for the improvement of facilities to the principal
- Resolves conflicts within the ranks of the athletic department
- Seeks ways to support and finance the athletic program
- Makes arrangements for all interscholastic transportation, lodging and meals, as required
- Acts as a tournament manager for all league and tournament playoff activities that are assigned to the school
- Cancels or postpones contracted contests, officials and transportation because of weather or other hazardous conditions
- Coordinates and supervises all radio and television broadcasts, as well as the public address system operation at the various games
- Maintains a permanent file of medical examinations, insurance forms, records, parent consent forms, insurance payments, emergency treatment forms, etc., for each participating athlete
- Maintains permanent records for each sport, such as wins and losses, outstanding records, letter winners, etc.
- Maintains a file of all athletic suspensions and expulsions from teams
- Determines scholastic eligibility of all candidates for athletic teams on a weekly/grading period/semester basis and for certifying their eligibility on the proper state forms

- Reviews, makes recommendations and forwards coaches' requests to attend coaching clinics
- Works with coaches and the principal to develop the annual athletic budget
- Works with the principal, cheerleading advisors and coaches to schedule athletic assemblies and pep rallies
- Works with school trainer to establish procedures for the management and safe operation of the training room
- Arranges for medical doctors at home contests
- Coordinates use and schedules of athletic facilities for all interscholastic athletic contests. Coordinates set-up of physical plant
- Plans, organizes and supervises all athletic awards programs with the approval of the principal
- Promotes publicity for all interscholastic sports, including sports brochures, press and radio releases, and contest programs
- Assists with the repair and maintenance activities for varsity athletic fields, track, and gymnasium
- Manages athletic facilities and controls access by all user groups. Hires or makes necessary arrangements to provide ushers, parking, security and other services required by the athletic department.
- Assumes responsibility for assignment of keys to athletic facilities and gymnasium
- Represents the school at league, conference and state meetings
- Develops a reasonable and equitable program for the utilization of the concessions stands
- Schedules physical examinations in accordance with the requirements of the OSAA and the district
- Develops and implements policies for the operation and supervision of the press boxes
- Attends and serves as school liaison at all athletic booster club meetings
- Serves as liaison between the coaches and the athletic booster club
- Coordinates the sales of any athletic supplies and jackets to qualified athletes through the athletic office
- Maintains an active community-wide sportsmanship program
- Reviews the athletic policy and staff handbook with appropriate groups annually
- Evaluates and seeks ways of improving the interscholastic athletic program
- Monitor scheduling and certification of: First Aid, Blood Borne Pathogen, Fingerprinting
- Accept other duties or responsibilities as assigned by the principal
- Prompt and regular attendance

Essential Job Requirements - Qualifications:

- Valid Oregon teaching license
- An understanding of athletic programs and evidence of the ability to organize and supervise all athletic events as assigned
- Knowledge of rules, regulations and trends regarding student eligibility, safety, and athletic activities