



OFFICE of HUMAN RESOURCES

5572 Princeton Road
Liberty Twp., OH 45011-9726
Office: 513-644-1193 Fax: 513-644-1182
www.lakotaonline.com

Position: ATHLETIC DIRECTOR - HS (9-12)

Department: Administration

Fair Labor Standards Act Status: Exempt

Contract: 260 days

District Overview

Lakota Local School District is a vibrant and dynamic educational community, serving over 18,000 students. Everything WE do is designed to provide a future-ready, student-centered learning experience for every single child.

Summary

The **ATHLETIC DIRECTOR - HS (9-12)** provides leadership and oversight for Lakota's interscholastic athletic program, grades seven through twelve, fostering an environment that supports student-athlete development while maintaining district-wide balance and excellence. This position ensures compliance with district policies and regulations while promoting collaboration among school administrators, coaches, and community stakeholders.

Minimum Qualifications

- Master's degree in Education, Sports Administration, or a related field preferred.
- Bachelor's degree may be considered with significant experience in athletic administration.
- Five to seven years of experience as an Athletic Director, Assistant Athletic Director, teacher, or varsity head coach.
- Strong knowledge of Ohio High School Athletic Association (OHSAA) eligibility standards.
- Valid Ohio Department of Education Administrative certificate or equivalent.
- Experience in program marketing, media relations, and comprehensive athletic program development.
- Experience with corporate sponsorship negotiations for athletic programming preferred.
- Valid driver's license is required to perform essential job functions, including travel between multiple locations within the district.

Key Responsibilities

Program Leadership and Management:



OFFICE of HUMAN RESOURCES

5572 Princeton Road
Liberty Twp., OH 45011-9726
Office: 513-644-1193 Fax: 513-644-1182
www.lakotaonline.com

- Provide strategic leadership and oversight for the athletic department, ensuring program growth and excellence.
- Supervise, mentor, and evaluate athletic department staff to uphold high performance standards.
- Provide appropriate orientation and training to staff.
- Ensure all coaches complete district-required paperwork before working with Lakota student-athletes.
- Develop and maintain a positive and cooperative atmosphere that supports staff motivation and collaboration.
- Coordinate and conduct regular staff meetings.
- Construct, communicate, and monitor athletic budgets, ensuring financial sustainability and equitable resource distribution.
- Manage district-wide athletic marketing, vending, and corporate sponsorship programs.
- Review and oversee the scheduling of interscholastic contests to maintain district-wide balance and competitiveness.
- Coordinate high-profile non-conference scheduling in collaboration with head coaches.
- Oversee facility use, ensuring athletic spaces meet program needs while adhering to district policies.

Compliance and Operational Oversight:

- Ensure adherence to all Ohio High School Athletic Association (OHSAA) bylaws and regulations.
- Communicate and enforce NCAA "Initial Eligibility and Clearinghouse" requirements for student-athletes.
- Oversee implementation of the district's Athletic Rules and Regulations Policies.
- Coordinate proper supervision of athletic events in accordance with district and OHSAA policies.
- Assist with facility use policies and district-wide athletic procedures.
- Maintain athletic financial accountability in cooperation with the Treasurer's office.

Collaboration and Community Engagement:

- Serve as a district representative in conferences, leagues, State, and community events.



OFFICE of HUMAN RESOURCES

5572 Princeton Road
Liberty Twp., OH 45011-9726
Office: 513-644-1193 Fax: 513-644-1182
www.lakotaonline.com

- Work collaboratively with booster organizations to enhance athletic programs.
- Promote engagement with the public and media to foster community involvement in athletics.
- Support building administrators and central office in the screening, selection, and evaluation of coaching staff. Make recommendations for the hiring and/or dismissal of coaches.
- Act as chairperson for the Lakota Athletic Hall of Fame and other district initiatives.
- Coordinate with local youth sports organizations to foster student development and continuity in athletic programming.

Knowledge, Skills, and Abilities

Knowledge:

- Strong understanding of interscholastic athletic programming and compliance regulations.
- Knowledge of OHSAA and NCAA compliance regulations.
- Budget management expertise in athletic operations.
- Familiarity with sponsorships, marketing, and program development in athletics.
- Awareness of coaching methodologies and student-athlete development principles.
- Knowledge of emerging trends in sports medicine and athlete wellness initiatives.

Skills:

- Exceptional leadership and organizational skills.
- Strong communication and interpersonal abilities to effectively interact with all segments of the school and community stakeholders.
- Strong written and computer skills necessary to maintain required documentation.
- Proficiency in analyzing data for program evaluation and decision-making.
- Skilled in contract negotiation and policy implementation.
- Expertise in financial management and operational planning.
- Demonstrated supervisory skills to effectively manage staff and daily operations.

Abilities:



OFFICE of HUMAN RESOURCES

5572 Princeton Road
Liberty Twp., OH 45011-9726
Office: 513-644-1193 Fax: 513-644-1182
www.lakotaonline.com

- ☐ Ability to foster positive relationships among athletes, coaches, teachers, boosters, administrators, and general public.
- ☐ Capacity to balance multiple priorities and demands in a dynamic environment.
- ☐ Commitment to ensuring equitable athletic opportunities for all students.
- ☐ Strong problem-solving skills with adaptability to evolving challenges. Ability to deal with concerns of staff, students, parents in a timely manner, resolve problem situations in a positive manner, and respond to emergency situations.
- ☐ Ability to advocate for and uphold the integrity of Lakota's athletic programs.
- ☐ Demonstrated ability to oversee compliance with district and state regulations.

Working Conditions

- ☐ Office environment with frequent travel to athletic facilities, district sites, and community events.
- ☐ Must maintain accurate attendance records by documenting daily location, indicating the specific building, facility, and office.
- ☐ Ability to lift, push, or pull up to 20 lbs.
- ☐ Bending, lifting, twisting, and repetitive motion may be required.
- ☐ Exposure to difficult, challenging, and confrontational individuals.



OFFICE of HUMAN RESOURCES

5572 Princeton Road
Liberty Twp., OH 45011-9726
Office: 513-644-1193 Fax: 513-644-1182
www.lakotaonline.com

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor and/or appointing authority.

Lakota Local School District is an Equal Opportunity Employer

Anticipated Board Approved: March 23rd, 2026