



Gaston County Schools

Middle School Athletic Director

Definition

An interscholastic athletic program remains a key element in the life of a successful comprehensive middle school. The Athletic Director provides the energy, leadership, and enthusiasm for this important activity by working through the Coaches, Athletes, Administrators, Teachers, Parents, and Citizens of the community to make things happen for the benefit of Student-Athletes both in schools and in the community. The employee in this position must possess a considerable degree of business expertise to ensure the success of the total program to benefit all student-athletes. The Athletic Director will provide a broader range of athletic programs for boys and girls, an increased accountability in the area of safety, all while working under the pressure of a limited budget. This employee may also fill the position of classroom teacher. The Athletic Director will work many nighttime activities. The Athletic Director has numerous administrative responsibilities as well as many specific duties.

Administrative Responsibilities

- Provides leadership for the athletic department and places it in the proper education perspective.
- Assists the principal in securing competent personnel for Athletic Staff. The Athletic Director should be included in interviews and selection.
- Prepares and keeps a calendar of school athletic events; communicates this calendar and a list of activities to all facets of the school.
- Assigns facilities for all school athletic practices, activities, and community usage.
- Attends as many contests, meets, and events as possible.
- Transmits all pertinent information for North Carolina High School Athletic Association (NCHSAA) and Conferences to Principal and Coaches.
- Arranges approved transportation to athletic events.
- Resolves conflicts that may develop from time-to-time within the ranks of the Athletic Department.
- Acts as a tournament manager for all league and tournament playoff activities that are assigned to the school.
- Establishes procedures for the supervision and use of the Training Room.
- Plans, organizes, and supervises all athletic Awards Programs with the cooperation of the Booster Club, Coaches, and other Administrators.
- Coordinates with the Maintenance Department the repair and maintenance of varsity athletic fields, track, and gymnasiums, including physical education facilities.
- Coordinates the organization and operation of the press boxes.
- Attends and serves as school liaison at athletic Booster Club meetings.
- Assists the Administration in the preparation and distribution of complimentary passes for the school.
- Coordinates the annual review of the athletic policy and staff handbook.
- Evaluates the program, always seeking ways of improving inter-scholastic athletics.
- Prepares and obtains signed game contracts, if appropriate.
- Examines all equipment and facilities before use.
- Keeps informed of the rules and regulations of the total athletic program.
- Provides information to County Athletic Director such as payment of Officials, Policeman, Coaches Salaries, Budget information, and the scheduling of games.
- Performs such other duties as the Principal may direct.

Specific Duties



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- (In conjunction with the Coaches)
 - Prepares eligibility lists as required by the NCHSAA.
 - Evaluates each athlete's grades at the end of each grading period.
 - Secures parent's consent cards, physical history, and insurance forms from all participants.
 - Informs coaches of all conference rules and regulations.
 - Establishes award policies with each specific coach.
 - Enforces all State Association rules and regulations.
 - Prepares all reports to State and Conference Associations within the proper time limits.
 - Prepares entry list for tournaments and meets.
 - Supervises and observes coaching.
 - Maintains proper rapport with Coaches.
 - Provides a system for evaluation and professional growth of coaches.
 - Secures physicians for physical examination of all athletes.
 - Prepares fields for play.
- (Secures all needed personnel for the operation of the Athletic Program to include the following.)
 - Game officials
 - Announcers
 - Time keepers
 - Score keepers
 - Ticket sellers
 - Ticket takers
 - Security
 - Supervisors
 - Custodians
 - Concessions
 - Support personnel
 - Medical coverage
- (Coordinates and supervises all special events related to the Athletic Program to include the following.)
 - Athletic banquets
 - Awards nights
 - Fundraising
 - Pep Rallies
 - All gym sessions
 - Special events
- (Develops the operational budget and financial procedures to include the following.)
 - Preparation and supervision of the athletic budget process.
 - Directs the sale of tickets for all athletic contests.
 - Collects all monies from athletic contests and deposit in appropriate accounts.
 - Prepares and issues all vouchers for disbursement of funds from the athletic budget.
- (Procures and care of equipment)
 - Provides a system for the purchase, storage, repair, cleaning, distribution, and collection of athletic equipment in cooperation with the coaches.
 - Establishes procedures for proper use of materials, supplies, and equipment.
 - Oversees and approves athletic purchases.
 - Maintains a current inventory.



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- Prioritizes needs.
 - Provides a system for ordering equipment.
- (Serves as school representative for the following.)
 - Local athletic meetings.
 - Conference meetings.
 - Regional athletic meetings.
 - State Coaches' Associations meetings
- (Develops community relations.)
 - Promotes publicity for all interscholastic sports, such as sport brochures, press, radio, etc., for all school athletic broadcasts.
 - Supervises all radio and television broadcasts.
 - Coordinates the use of all facilities with the respective Principal by groups outside the school.
 - Arranges for emergency personnel for all home athletic events.
 - Sends reminders of upcoming events to school's game officials and news media.
 - Supervises and coordinates activities of cheerleaders with the Athletic Program.
 - Coordinates participation of School Band with the Athletic Program.
- (Implements prudent legal/ethical procedures.)
 - Maintains proper records which include a permanent file of players' medical examinations, insurance forms, participation records, parent consent forms, payment, etc.
 - Maintains a perpetual inventory of equipment relating to safety and certification, and recommends appropriate repair or replacement.
 - Maintains a perpetual inventory of facilities safety evaluations and recommends appropriate changes.
 - Provides a system for approved means of transportation to and from contests and/or practices.
 - Interprets rules and regulations regarding scholastic eligibility of all candidates for athletic teams and verifies their eligibility.

Ensures Coaches' Code of Ethics

- Promotes good sportsmanship by setting a positive example while coaching your athletes.
- Respects the integrity and judgment of the sports official.
- Approaches competition as a healthy and constructive exercise, not as a life and death struggle that requires victory at any price.
- Recognizes that the participants in individual or team sports are young men and women with human facilities and limitations, who are capable of making mistakes.
- Refrains from the use of crude or abusive language with players, opponents, officials or spectators.
- Instructs the players in the elements of good sportsmanship and remove players from competition who demonstrate unsportsmanlike behavior.
- Avoids behavior that will incite players, opponents, or spectators.
- Avoids and eliminates negative comments to radio, television, and newspaper reporters.
- Avoids the use, misuse, and negative impact of drugs, including alcohol and tobacco, in the players, spectators, and the game.



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This Position Reports Directly to: School Principal

Classification: Exempt

Salary: Paid on Certificate

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test.

HOW TO APPLY:

Inside and Outside Applicants:

Visit Gaston County Schools' website at www.gaston.k12.nc.us

- Select "Jobs"
- Select "Careers/Job Opportunities"
- Select "Start an application for employment"
- Inside applicants may use Gaston County Schools' employees as references
- Complete online application
 - Upload cover letter to application
 - Upload current resume to application

The following documents must be uploaded to online application, if Outside applicant:

- Copies of **official** college transcripts (degree-dated)
- Copy of Praxis and/or Pearson test results or out-of-state tests
- Three completed current Teaching Reference Surveys (from non-Gaston County Schools employees and not from family members) in AppliTrack application or three current letters of recommendation (must be less than one year old) or a combination of the two
- Copy of Certifications/Licenses, if licensed in out-of-state public schools
- Copy of last evaluation summary/summative

Qualified inside and outside applicants should mail or email cover letter and résumé to:

Fran DaCanal, Principal
Bessemer City Middle School
525 Ed Wilson Road
Bessemer City NC 28016
Email: fhdacanal@gaston.k12.nc.us