Job Posting 2020-2021 School Year

Athletic Director
Lebanon High School

Interested persons should apply by following the directions below:

1) Go to the Lebanon City Schools Website:
   www.lebanonschools.org

   ● From the Home Page, Click on Employment
   ● Then Available Positions
   ● You will see a list of available positions, click on the red Apply Button next to the position you’re interested in applying for, and this will take you to The Greater Cincinnati School Application Consortium to complete an online application.

   ● Internal Applicants (Lebanon City School Employees) please email Letter of Intent with your phone number and email address to bergman.kim@lebanonschools.org

Posting expires at 4:00 p.m. on Friday, April 24, 2020

4/10/2020
LEBANON CITY SCHOOLS
JOB DESCRIPTION

Position: Athletic Director

Reports to: High School Principal

Employment Status: Regular/Full-time

Contract Days: 260 Days

FLSA Status: Exempt

Description: Direct and supervise the district athletic program for grades nine through twelve and helps oversee the athletic program grades seven and eight; enforce the implementation of the provisions as outlined in the Athletic Handbook

NOTE: The lists below are not ranked in order of importance

Essential Functions:
• Ensure safety of students and staff
• Coordinate all interscholastic athletics in grades 9-12
• Works closely with the junior high athletic director and oversees the interscholastic athletics for grades 7-8
• Schedule all sporting events
• Publicize and advertise all sporting events
• Maintain district web site with up to date and accurate information about athletic schedules, directions to events, coaches, forms etc…
• Responsible for contracting with all sporting officials
• Notify coaches of ineligible students
• Responsible for all workers at athletic contests
• Responsible for all general admission ticket sales
• Maintain current inventories of all equipment and supplies on hand
• Ensure all coaches receive an athletic handbook prior to each sport's season
• Observe head coaches engaged in an athletic activity during the season
• Supervise coaches in cooperation with high school principal
• Arrange for timers, scorekeepers, ticket personnel, and administrative personnel involved in the total operation of all athletic events
• Ensure all spectator facilities are ready for all contests
• Ensure all student athletes receive physical examinations prior to the beginning of their respective athletic season
• Issue purchase orders on approved purchase requisitions
• Maintain a record file of all award winners, including athletic scholarships
• Organize and supervise Award's night
• Attend Board meetings; at Superintendent request, prepare and present reports to the Board
• Attend staff, league and local council meetings and in-services as required
• Devise, implement and engage in athletic program fund-raising activities
• Implement and enforce student athletic program rules, regulations and policies
• Prepare written reports when required
• Interact with public in official capacity regarding athletic program
• Coordinate, administer and maintain file of game contracts with coaches
• Counsel, advise and encourage student athletes
• Procure concession services and schedule use of gymnasium and other outside athletic facilities for games
• Coordinate and ensure photographic coverage of athletic events and distribute passes for authorized individuals
• Communicate with the Warren County Career Center on events, activities and notifications that apply to those students
• Coordinate activities in conjunction with the athletic boosters
• Make contacts with the public with tact and diplomacy
• Maintain respect at all times for confidential information, e.g., student files
• Interact in a positive manner with staff, students and parents
• Respond to routine questions and requests in an appropriate manner
• Promote good public relations
• Attend meetings and in-services as required
• Serve as a role model for students
• Carry out and enforce Board policy

Other Duties and Responsibilities:
• Perform other duties as assigned by the High School Principal, Superintendent or designee

Qualifications:
• License and training in first aid
• High school diploma
• College Degree preferred
• Acceptable BCII report and FBI report
• Such alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:
• Ability to work effectively with others
• Ability to work effectively independently
• Ability to communicate ideas and directives clearly and effectively both orally and in writing
• Effective, active listening
• Organizational and problem solving skills
• Knowledge of athletics
Knowledge of the following: Maintenance of facilities, vehicles, outdoor fields and familiarity with necessary construction projects

**Equipment Operated:**
- Telephone, mobile phone and two way
- Computer/Printer
- Copier
- Motor vehicle
- Fax machine

**Additional Working Conditions:**
- Occasional requirement to travel, both daily and overnight
- Occasional requirement to operate vehicle in inclement weather conditions
- Frequent weekend, evening and summer work
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Occasionally lift, carry, push, and pull various items up to a maximum of 40 pounds (100 pounds on wheels), e.g., paper boxes, deliveries of supplies and equipment
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop

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 incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent’s supervisor, appointing authority.