

TITLE: ATHLETIC DIRECTOR

- QUALIFICATIONS:
1. A valid Ohio teaching certificate
 2. A valid Ohio administrative certificate/license, supervisor certificate or equivalent experience
 3. A minimum of three years of successful coaching experience
 4. Good communication skills
 5. Good organizational and leadership skills
 6. Good financial management skills
 7. Ability to work cooperatively with building administrators, teachers, coaches, parent organizations and the public
 8. The position of athletic director is a full-time position. Coaching in the Northwest Local School District, in addition to these responsibilities, will not be permitted.
 9. Such alternatives to the above that the board finds appropriate and acceptable.

REPORTS TO: Principal

SUPERVISES: All coaches and athletic sponsors at the school; all athletic department personnel

JOB GOAL: To organize and lead an effective interscholastic athletic program that meets the needs of the diverse student population.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

A. EDUCATIONAL LEADERSHIP

1. To provide direction, leadership and vision for the school's interscholastic athletic program.

2. To work with all members of the athletic department to develop a team committed to embracing the district and building goals.
3. To coordinate athletic in-service program
4. To provide leadership on matters relating to coaching techniques, practice schedules, and team organization.
5. To serve as the school's representative to the league or conference and attend all league meetings.
6. To foster good interpersonal relations among coaches, students and the community.

B. STUDENT SERVICES

1. To complete, in a timely manner, all forms and certificates regarding athletics that are required by the league and the Ohio High School Athletic Association.
2. To supervise the athletic activities to see that policies are followed and recommend changes for improvement in the programs.
3. To enforce discipline policies related to athletics. To follow board policies when removing a student from a team.
4. To be responsible for communicating and enforcing the district eligibility checking process for all athletes.
5. To organize and coordinate any special promotional events or recognition programs related to the sports program.
6. To work with parents and athletes in dealing with any concerns or problems they have with coaching personnel.

C. STAFF MANAGEMENT

1. To work cooperatively with the building administrators and human resources department in the recruiting, screening, and selection of coaches and for recommending the non-renewal or dismissal of coaches.
2. To supervise the evaluation of all coaches and to directly evaluate all head coaches. To observe practices and competitions for the purpose of providing feedback to coaches.
3. To disseminate among all coaching personnel rules and regulations of the league and the Ohio High School Athletic Association and to monitor and enforce the compliance of those rules and regulations.

4. To maintain records of coaches' CPR training and Ohio Pupil Activity Supervisor validations.
5. To be sure coaches have training on blood-borne pathogens.
6. To arrange and supervise the necessary athletic trainer personnel.
7. To coordinate and schedule the supervision of all home and away contests by the administrative staff.
8. To hold quarterly athletic department meetings to promote good communications and long-range planning.

D. PLANT/BUSINESS MANAGEMENT

1. To prepare, monitor and administer the athletic budget for the school.
2. To provide for the procurement and distribution of equipment, uniforms and medical supplies for all athletic teams.
3. To maintain an accurate inventory of all athletic supplies and equipment.
4. To coordinate scheduling of all interscholastic sporting events, including officials, security, transportation, ticket takers, and event personnel.
5. To coordinate the scheduling of practice and game facilities for the sports program and request any necessary maintenance of those facilities. To provide information to the director of business services regarding long-range athletic facility improvement plans.
6. To pursue advertising and alternative funding sources to support the athletic program.
7. To assist with hall, lunch and other supervisions.

E. COMMUNITY RELATIONS

1. To promote the athletic program with the public and the media.
2. To work cooperatively with the booster organization and the public.
3. To develop and administer a program of sports oriented public relations with the feeder schools and the media.
4. To establish and maintain favorable relationships with local community groups and individuals to foster

understanding and solicit support for overall school objectives and programs.

5. To facilitate successful school and business partnerships.
6. To provide channels through which students and community can express their concerns and suggestions about the school's athletic programs.

F. BOARD/ADMINISTRATIVE RELATIONS

1. To attend board meetings or the meetings of other organizations when appropriate.
2. To support the decision of the board or administration even if it may be contrary to personal belief.
3. To interpret board policies and administrative directives.
4. To keep the appropriate administrative staff members informed on issues, needs and operation of the school's athletic program.
5. To seek and accept constructive criticism.
6. To maintain a harmonious working relationship with the other members of the administrative staff.

G. PROFESSIONAL STANDARDS

1. To keep abreast of changes and developments in the profession through journals and other publications, and by discussing problems of mutual interest with others in the field and disseminating this information to the staff.
2. To participate in professional organizations which seek the improvement of administration and supervision of athletics.
3. To attend classes, seminars or workshops to be knowledgeable of current athletic issues.
4. To maintain a professional appearance and demeanor.
5. To have good communication skills. To communicate clearly and concisely in oral and written form.
6. To maintain high standards of ethics, honesty and integrity in all personal and professional matters.
7. To earn respect and standing among professional colleagues.
8. To devote the time and energy to do the job effectively.
9. To exercise good judgment in arriving at decisions.

OTHER DUTIES AND RESPONSIBILITIES:

1. To maintain the athletic display cases.
2. To compile and maintain the interscholastic athletic statistics and records.
3. To perform such additional duties as may be assigned by the principal.

EQUIPMENT OPERATED:

Calculator

Copy Machine

Computer/Printer

FAX Machine

Scoreboards

Security Equipment

Sound Systems

Personal Vehicle

8/23/10 athletic director