



NEW: Submitted:  
08/28/2019 08/27/2019

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| JOB TITLE:             | ATHLETIC DIRECTOR HIGH SCHOOL |
| DIVISION               | ACADEMIC SCHOOL               |
| SALARY SCHEDULE/GRADE: | EXTRA SERVICE SALARY SCHEDULE |
| WORK YEAR:             | 220 DAYS                      |
| FLSA STATUS:           | EXEMPT                        |
| JOB CLASS CODE:        | 3128                          |
| BARGAINING UNIT:       | CERA                          |

#### SCOPE OF RESPONSIBILITIES

The high school athletic director, in agreement with the Principal, is responsible for the total operation of the school's extracurricular program, athletic functions, athletic facilities and eligibility of students and coaches. It is his or her responsibility to implement and facilitate the stated objectives of the Jefferson County Public Schools extracurricular program. The AD supervises, manages, coordinates, and plans for all extracurricular programs, activities, athletic events and related athletic plant operations. The diversity of the duties listed herein indicate that the tasks performed by the athletic director are both complex and demanding. While receiving minimal supervision, the athletic director supervises students and coaching personnel in the field of athletics and activities. Performance of these duties requires full-time employment.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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| Promotes all sports in the school and community and planning the entire athletic program  |
| Coordinates and supervises all extracurricular activity and athletic programs   |
| Assists the Principal in the implementation and supervision of the activity/athletic programs   |
| Responsible for teaching good sportsmanship and Character First   |
| Responsible for checking/monitoring all students and coaches academic eligibility requirements and sports safety requirements including sports physicals, parent/guardian consent, and student accident insurance coverage and limits |
| Directs the operation, maintenance and scheduling of the athletic facilities at the school for the school and outside agencies  |
| Completes all coach requirements regarding sports safety including CPR and AED certification and the KHSAA Sports Safety Course as well as all NFHS course as required by level of education in a timely manner                       |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline  |
| Maintains positive public relations and communications  |
| Coordinates all extracurricular transportation and schedules  |
| Implements security and safety measures of all extracurricular events including the creation of emergency action plans as required by law   |
| Conducts inventories of all athletic equipment, uniforms and supplies   |
| Performs all supervisory duties in the absence of the Principal and school administration   |
| Evaluates, along with the Principal, all coaching staff at the school   |
| Maintains records of all compliance standards for students and coaches  |
| Performs all other duties assigned by supervisor  |

#### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work is repetitive. The work, at times, requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push and pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Master's degree or equivalent with Kentucky Teacher Certification

Three (3) years of successful teaching experience

Three (3) years of coaching experience and/or athletic director's experience

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Kentucky Teacher Certification

Experience in a diverse workplace