



NEW
7/9/2025

SUBMITTED:
7/8/2025

JOB TITLE:	ATHLETIC DIRECTOR (ADAPTED SPORTS)
DIVISION:	SCHOOLS
SALARY SCHEDULE/GRADE:	EXTRA SERVICE SALARY SCHEDULE
WORK YEAR:	COACHING SEASON
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERA

SCOPE OF RESPONSIBILITIES
The Athletic Director Adapted Sports is responsible for the total operation of the Adapted Sports program, athletic competitions, and facilities (internal and external), and eligibility of students and coaches. It is his or her responsibility to implement and facilitate the stated objective of the Jefferson County Public Schools extracurricular program. The AD supervises, manages, coordinates, and plans for all adapted sports program, activities, athletic event, and related 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 AD supervises students and coaching personnel in the field of athletics and activities. Performance of these duties requires full-time employment.
PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Promotes all sports in the school and community and planning the entire adapted sports athletic program
Coordinates and supervises all adapted sports activity programs
Assists the OT/PT Specialist 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 adapted athletic facilities for practice facilities for 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 OT/PT Specialist, principal, and school administration
Maintains records of all compliance standards for students and coaches
Demonstrates knowledge and experience in working with students with physical disabilities
Demonstrates competence with physical handling of students with physical disabilities
Demonstrates extensive knowledge of specialized adapted equipment for all sports
Assesses, designs, fabricates, and modifies specialized adaptive equipment to meet individual athlete needs
Maintains adapted equipment inventory, ensure proper function, and coordinate/perform equipment repairs, as indicated
Adapts instruction of fundamental skills, team play, and strategy of the sport to meet the need of the students' individual physical impairments
Performs all other duties as assigned
PHYSICAL DEMANDS
This work is completed in a school-based setting. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.
This position requires the following physical activities frequently (up to 75% of the workweek): balancing, bending, climbing, crawling, crouching, driving, feeling, grasping, hearing, kneeling, reaching, lifting up to 20 pounds, pulling up to 20 pounds, and pushing up to 20 pounds. Hearing, talking, standing, walking, and visual acuity are required constantly
MINIMUM QUALIFICATIONS

Bachelor's degree or equivalent with Kentucky Teacher Certification
Three (3) years of successful experience in the field of certification (teaching, physical therapy, occupational therapy)
Experience in physical management of students with disabilities
NFHS Fundamentals of Coaching
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience in a diverse workplace
FOOTNOTE