

ST. MARY PARISH PUBLIC SCHOOLS
ATHLETIC DIRECTOR JOB DESCRITON

POSITION: Athletic Director

QUALIFICATIONS: 1. Louisiana teaching certificate (Employed as a teacher in St. Mary Parish)
2. Minimum of a Bachelor's Degree.

REPORTS TO: School Principal

SUPERVISES: Designated Coaches

JOB GOAL: Provide each enrolled student of secondary school age an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, knowledge and understanding of the pleasures of sport, and the principles of fair play.

PERFORMANCE RESPONSIBILITIES:

1. Organize and administer the overall program of extracurricular athletics for the school.
2. Provide leadership in the selection, assignment, and evaluation of athletic coaches and non-faculty coaches.
3. Foster good school-community relations by keeping the community aware of and responsive to the athletic program.
4. Assume responsibility for the organization and scheduling of all interscholastic athletic events.
5. Assume responsibility for hiring of officials and security as required and assume responsibility for the proper supervision of home games.
6. Assume responsibility for arranging transportation for athletic contest participants.
7. Assume responsibility for arranging provisions for meals for athletes and coaches when necessary.
8. Develop and place into operation appropriate rules and regulations governing the conduct of athletic activities in accordance with LHSAA rules and regulations.
9. Assume responsibility for verifying each athlete's eligibility in line with LHSAA State and Parish regulations.
10. Assume responsibility for preparing and administering the athletic program budget where applicable.
11. Supervise all ticket sales and fund-raising events of the athletic program and assume responsibility for proper handling of funds.
12. Requisition program supplies and equipment and ensure all equipment is safe and appropriate.
13. Arrange all details of visiting teams' needs.
14. Arrange field and gym practice schedules.
15. Assume responsibility for requiring a physical examination of all athletes prior to the beginning of each season.
16. Assume responsibility that athletes receive first aid or necessary and continuing medical attention after injuries as needed.
17. Administer the insurance program governing school athletes and assume responsibility for all processing of reports and claims.
18. Keep records of the results of all school athletic contests, and maintain a record file of all award winners, stating the date and type of award, including athletic scholarships.
19. Direct an in-school, extracurricular program designed to foster support for the athletic teams and school spirit among non-participants.
20. Plan and supervise recognition program for school athletes.
21. Assume responsibilities designated by the Principal.

TERMS OF

EMPLOYMENT: Salary in accordance with the approved St. Mary Parish Salary Schedule.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the St. Mary Parish Board Policy GBI-Evaluation.

This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The St. Mary Parish School Board reserves the right to change this description at its discretion.

The signature and date indicate the undersigned has received access to an electronic or hard copy version of the job description and understands the duties and responsibilities required.

SIGNATURE _____ DATE _____