Athletic Director

Job Description

Qualifications:

1. West Virginia Teacher Certification
2. Three years of successful teaching experience.
3. Background in athletics or administration.
4. Ability to work cooperatively with school administration and coaches.
5. Ability to work amiably with all members of the educational/athletic community.

Immediate Supervisor: Principal

Duties and Responsibilities:

1. Schedule of all inter-scholastic athletic events including contractual agreements.
2. Game Administration
   a. schedule contractual agreements with officials.
   b. procure necessary personnel.
   c. ensure that all facilities are properly prepared for the contest(s).
   d. secure necessary transportation.
   e. handle financial arrangements for contests.
   f. ensure that facilities are secured after contests.
3. Game supervision.
4. Prepare and manage athletic budget.
5. Preparation and expedition of all athletic requisitions.
6. Evaluate coaches and assistant coaches as per §18A-2-12, if hold W. Va. Administrative Certification as assigned by the principal.
7. Any other related duties or responsibilities as assigned by the principal.

Jackson County Board of Education
Adopted: September 22, 1983
Revised: March 2, 2006