

POSITION

Athletic Director

QUALIFICATIONS

- Pupil Activity License (PAV)

- Experience as an athletic director, assistant athletic director, coach, and certified teacher is preferred.

JOB DESCRIPTION

1. Act as an advisor to the administration on matters involving athletic program policy.
2. Make recommendations via the principal(s) to the superintendent in the selection of coaching personnel and volunteers to be recommended to the Board of Education for all athletic coaching positions.
3. Work with coaching staff in the development of an athletic program that meets the needs of students.
4. Ensure that all activities conform to the regulations of the OHSAA and All-American Conference.
5. Promote good faculty and community relations.
6. Evaluate all head varsity coaches annually, and assist the head varsity coaches in the evaluation of all coaching staff members at the end of the sport season.
7. Prepare an annual athletic department budget for administrative and Board approval and implement said budget once approved.
8. Oversee fundraising activities including administrative approval and accounting for the receipt and disbursement of funds.
9. Assist the coaching staff in solving any staff, student-athlete and/or parent problems that arise.
10. Ensure all athletes have an up-to-date physical examinations on file.
11. Oversee the work of the athletic trainer, his/her relationship with coaches, and the health and safety of student athletes.
12. Make OHSA physical cards available for team physicals and see that the cards are distributed, collected, and properly completed.
13. Prepare a team roster of all interscholastic teams for use in athletic game programs. Mail rosters to all opponents at the beginning of each sport season.
14. Keep accurate records of all athletic award winners. Keep an inventory of all awards and certificates on hand. Prepare a list of award winners and their awards for use at awards programs. Sign all certificates and package for use at the programs. Order all special award trophies.
15. Represent the school with all athletic booster organizations.
16. Attend athletic booster club meetings.
17. Secure and supervise all P.A. announcers, score keepers, timers and security people for all athletic contests.
18. Issue all complimentary season passes to authorized personnel and complimentary tickets to school personnel as per regulations for away contests.
19. Schedule all athletic contests. In those sports that do not play a conference schedule, it may be advantageous to schedule the contest with the assistance of the head coach of the sport.
20. Coordinate the scheduling of athletic contests with the scheduling of other

school activities through the Principals' Office.

21. Prepare, send and file all athletic contests contracts.

22. Provide copies of all schedules as needed.

23. Employ officials for all athletic contests as per the regulations of the athletic conference of which the school is a member. Prepare, send and file all officials contracts. Pay all officials by check.

24. Secure transportation for all athletic contests. Transportation requests for buses and other school vehicles will be completed in a timely fashion and submitted to the proper office for approval.

25. Employ, assign and arrange payment for all police officers used at athletic contests.

26. Purchase or authorize the purchase of all athletic equipment. Follow the Board policy regarding purchasing practices.

27. Prior to all scheduled athletic contests, contact the officials and opponent school to confirm the date, time and location of the contest.

28. Assist in preparation for special activities at athletic contests, such as Parents Night, Homecoming, etc.

29. Attend, or arrange to have athletic department staff in attendance at major athletic contests.

30. See that all athletic facilities are properly prepared for competition. (Scoreboard, lights, P.A., field marking and mowing, etc.)

31. Report needed improvement or maintenance of facilities to the Facilities Manager.

35. Make arrangements for any press or radio coverage of athletic contests.