

ATHLETIC ADMINISTRATOR EFFECTIVENESS RUBRIC

(as developed by the National Interscholastic Athletic Administrators Association)

The athletic administrator effectiveness rubric is divided into four primary domains:

- Professionalism (12 benchmarks) = Weight of 30%
- Administrative Responsibilities (26 benchmarks) = Weight of 30%
- Sport Specific Duties (14 benchmarks) = Weight of 40%
- Core Professionalism (4 benchmarks) = Rise Domain 4

Each benchmark in the first three domains receive a ranking of the following code:

- 4** Highly effective
- 3** Effective
- 2** Improvement necessary
- 1** Ineffective

DOMAIN 1: Professionalism

- 1.1 Implements a written philosophy statement outline the principles and educational goals of the program.
- 1.2 Cooperates with the staff and school administration in establishing, implementing and supporting school policies.
- 1.3 Acts impartially in the execution of basic policies, and the enforcement of the conference, county and state high school association rules and regulations.
- 1.4 Implements prudent legal procedures; maintains proper records; verifies coaches' qualifications and certification as necessary; maintains a perpetual inventory of facility safety evaluations; maintains a file of all athletic disciplinary actions; interprets rules and regulations regarding academic eligibility.
- 1.5 Develops and maintains a comprehensive athletic program which seeks the highest development of all participants, and which respects the individual dignity of every athlete.
- 1.6 Considers the well-being of the entire student body as fundamental in all decisions and actions.
- 1.7 Supports the principle of due process and protects the civil and human rights of all individuals.
- 1.8 Organizes, directs and promotes an interscholastic athletic program that is an integral part of the total educational program.
- 1.9 Fulfills professional responsibilities with honesty and integrity.
- 1.10 Upholds the honor of the profession in all relations with students, colleagues, coaches, administrators and the general public.
- 1.11 Improves the professional status and effectiveness of the position through participation in local, state and national in-service programs and conferences.
- 1.12 Promotes high standards of ethics, sportsmanship and personal conduct by encouraging administration, coaches, staff, student-athletes and community to commit to these high standards.

DOMAIN 2: Administrative Responsibilities

- 2.1 Provides leadership for the athletic department and places it in the proper educational perspective.
- 2.2 Assists the District and school administrator(s) in securing competent personnel for the athletic staff. Assists and participates in scheduling of all interviews.
- 2.3 Prepares and keeps a calendar of school athletic events. Communicates this calendar and a list of activities to all facets of the board of education.
- 2.4 Facilitates schedules and coordinates with school and direct administration for all school athletic practices, activities and community usage.
- 2.5 Makes sure specific criteria are issued to students explaining the awards given for participation.

- 2.6 Transmits all pertinent information for state association conferences to the principals, coaches and district administration.
- 2.7 Arranges school board-approved transportation for athletic events.
- 2.8 Resolves conflicts that develop within the ranks of the athletic department.
- 2.9 Acts as tournament manager for all county, conference and state tournament play-off activities that are assigned to the school district.
- 2.10 Provides a system to maintain permanent records for each sport, such as wins and losses, outstanding records, letter-winners, etc.
- 2.11 Establishes procedures for the supervision and use of the training room.
- 2.12 Plans, organizes and supervises all special programs with the cooperation of the booster club, coaches, school and district administrators. Coordinates award programs, fund-raising, pep rallies, gymnasium assemblies, contest intermission activities, special events and some community event activities. Collaborates with community and stakeholder groups utilizing facilities per Board policies.
- 2.13 Coordinates with district administrators the repair and maintenance of varsity athletic fields, track and gymnasiums, including physical education facilities.
- 2.14 Coordinates the organization and operation of the press boxes.
- 2.15 Attends and serves as school liaison at athletic booster club meetings.
- 2.16 Assists the district administrator(s) in the preparation and distribution of complimentary passes for the school district.
- 2.17 Assists in the annual review of the athletic policy and staff handbook and makes it available to students and parents.
- 2.18 Evaluates the program, always seeking ways to improve interscholastic athletics.
- 2.19 Prepares and obtains signed game contracts.
- 2.20 Emphasizes to coaches the need for proper player appearance, athletic dress code. Manages use of electronic devices. Enforces sportsmanship and language requirements.
- 2.21 Completes accurate financial records.
- 2.22 Makes sure all programs receive equal consideration in determining the athletic budget preparation and distribution.
- 2.23 Keeps informed of the rules and regulations of the total athletic program.
- 2.24 Informs the school board about program directions, problems and achievements.
- 2.25 Creates and updates written job descriptions for staff members involved with the sports program, clearly explaining responsibilities.
- 2.26 Performs other duties as the principal and/or district administrator(s) may direct.

DOMAIN 3: Sport Specific Duties

- 3.1 Attends as many contests, meets and events possible (home and away).
- 3.2 Examines all equipment and facilities before use.
- 3.3 Provides dressing rooms for visiting teams and game officials.
- 3.4 Prepares eligibility lists, rosters as required by the state association, regular game eligibility lists as required by the state association.
- 3.5 Evaluates each athlete's grades at the end of each grading period.
- 3.6 Secures parent consent cards, physical cards and medical forms from all participants.
- 3.7 Informs all coaches of all conference and state rules and regulations.
- 3.8 Prepares all reports to state and conference associations and all entry lists for tournaments and meets within the proper time limits.
- 3.9 Supervises and observes coaching and maintains proper rapport with coaches.
- 3.10 Provides a system of evaluation and professional growth of coaches.

- 3.11 Secures all needed personnel for the operation of the athletic program; including: game officials, announcers, timekeepers, scorekeepers, ticket sellers, ticket takers, security guards, supervisors, custodians, concessions, support personnel and medical coverage.
- 3.12 Develops the operational budget and financial procedures for each sport; including: directs the sale of tickets for all athletic contests, collects all monies from athletic contests and deposits in appropriate accounts, prepares and issues all vouchers for disbursement of funds from the athletic budget.
- 3.13 Procures and maintains equipment. Provides a system for the purchase, storage, repair, cleaning, distribution and collection of athletic equipment in cooperation with the coaches; establishes procedures for proper use of materials, supplies and equipment.
- 3.14 Develops community relations. Creates publicity for all interscholastic sports brochures, press releases and radio airplay, etc. for all schools at athletic events; supervises radio and television broadcasts; assists or coordinates the use of all facilities by groups from outside the school; arranges for emergency personnel and procedures for all home athletic events; sends reminders of upcoming events to schools, game officials and news media; supervises and coordinates activities of cheerleaders with the athletic program; coordinates participation of school band with the athletic program.

DOMAIN 4: Core Professionalism

(Evaluator selects the appropriate response from either the left or right column)

1. ATTENDANCE

Meets the standard

Individual has not demonstrated a pattern of unexcused absences.

Does not meet the standard:

Individual demonstrates a pattern of unexcused absences.

2. ON-TIME ARRIVAL

Meets the standard

Individual has not demonstrated a pattern of unexcused late arrivals (late arrivals that are in violation of procedures set forth by the local school policy and by the relevant collective bargaining agreement).

Does not meet the standard:

Individual demonstrates a pattern of unexcused, late arrivals (late arrivals that are in violation of procedures set forth by the local school policy and by the relevant collective bargaining agreement).

3. POLICIES AND PROCEDURES

Meets the standard

Individual demonstrates a pattern of following state, corporation and school policies and procedures (e.g., procedures for submitting discipline referrals, policies for appropriate attire, etc.).

Does not meet the standard:

Individual demonstrates a pattern of failing to follow state, corporation and school policies and procedures (e.g., procedures for submitting discipline referrals, policies for appropriate attire, etc.).

4. RESPECT

Meets the standard

Individual demonstrates a pattern of interacting with students, colleagues, parents/guardians and community members in a respectful manner.

Does not meet the standard:

Individual demonstrates a pattern of failing to interact with students, colleagues, parents/guardians in a respectful manner.