

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Administrator – Athletic Director/Corporation Title IX Coordinator
– Middle/Senior High School
Reports To: Middle/Senior High School Principal
Approved By: Board of Education
Approval Date: June 9, 2020

SUMMARY

The Athletic Director/ Title IX Coordinator shall be responsible for the organization and administration of the interscholastic athletic program 5-12, oversee all matters of the scheduling of transportation for curricular and extra-curricular, and the scheduling of facilities for the district. The Athletic Director/ Title IX Coordinator shall be responsible for all Title IX reporting and coordination of adherence to Title IX compliance, report all violations as well as administer and corrections.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The Athletic Director/ Title IX Coordinator shall organize and administer the athletic program for the district.
2. The Athletic Director/ Title IX Coordinator shall supervise the scheduling of the facilities.
3. The Athletic Director/ Title IX Coordinator shall coordinate and schedule all bus transportation for the district. (Exclusion: Daily Corporation Bus Routes)
4. The Athletic Director/ Title IX Coordinator provides leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
5. The Athletic Director/ Title IX Coordinator assumes responsibilities for the organization and scheduling of all interscholastic athletic events for grades 5-12, ensuring that equal opportunity is given to both genders in compliance with Title IX regulations.
6. The Athletic Director/ Title IX Coordinator shall prepare and administer the athletic program budget for grades 5-12, ensuring equitable financing for both Male and Female athletics programs.
7. The Athletic Director/ Title IX Coordinator shall develop and place into operation appropriate rules and regulations governing the conduct of athletic activities for grades 5-12.

8. The Athletic Director/ Title IX Coordinator shall administer, with the principal, IHSAA rules and regulations.
9. The Athletic Director/ Title IX Coordinator shall supervise all ticket sales and fund-raising events connected with the athletic program for grades 5-12, and assumes responsibilities for proper handling and accounting of monies involved.
10. The Athletic Director/ Title IX Coordinator ensures all athletes 5-12 have a physical examination by a licensed physician prior to participation in the activity.
11. The Athletic Director/ Title IX Coordinator shall keep records of the results of all senior high athletic contests, and maintains a record file of all major award winners, stating the date and type of award.
12. Oversee all matters of with regards to Title IX compliance, including complaints of discrimination and harassment regarding students and or staff, and will take appropriate actions to report, resolve, and create compliance plans for the corporation. Shall provide necessary testimony in relevant judicial proceedings.
13. The Athletic Director/ Title IX Coordinator works with custodial and maintenance personnel to ensure indoor and outdoor facilities used for athletics are properly cleaned and maintained.
14. The Athletic Director/ Title IX Coordinator shall perform other duties, as assigned by the principal, or out of necessity to fulfill the requirements of the position.

