

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE - ATHLETIC DIRECTOR

AUTHORITY

Be directly responsible to the high school principal for the completion of all duties related to the district interscholastic athletic program. Provide for overall leadership and coordination among the various sports to facilitate programs that provide youngsters with worthwhile learning experiences. Serve in a line relationship to all athletic coaches, athletic trainers, and support personnel involved in the interscholastic athletic program.

DUTIES AND RESPONSIBILITIES

Student Personnel Functions

Works with the School Nurse in the coordination of maintaining a permanent file of participants, medical examinations, insurance forms, records, parent consent forms, payments, etc.

Works with the School Nurse in the coordination of scheduling physical examinations in accordance with the requirements of the Pennsylvania Interscholastic Athletic Association.

Insure the academic eligibility of each student athlete.

Staff Personnel Functions

Assist the high school principal in securing competent athletic staff personnel.

Supervise the coaches, athletic trainers, and support personnel involved in the interscholastic athletic program.

Coordinates with the high school administrators to provide coverage for all home athletic contests.

Budget and Finance Functions

Work in conjunction with the high school principal and coaches in developing the budget.

Maintain complete records of receipts and expenditures.

Provide for the safekeeping and deposit of gate receipts.

Facilities, Grounds, and Equipment Functions

Schedule and coordinate the use, repair and maintenance of all athletic facilities in the school district with the respective building principals and the Plant Manager.

Schedule facilities/grounds usage for Lampeter-Strasburg athletic teams.

Work in cooperation with the secretary responsible for scheduling facilities/grounds usage for outside organizations.

Community Relations Functions

Represent the school district in all athletic business at league, district and state meetings.

Provide leadership for the athletic council and booster clubs and their functions.

Program and Policy Functions

Administer all interscholastic policies and procedures working within the confines of the Rules, By-Laws and Policies of the Pennsylvania Interscholastic Athletic Association, the Lancaster-Lebanon League, and the Lampeter-Strasburg School District.

Develop all interscholastic game schedules supported by copies of non-league contest contracts in files, and approve the publication of all schedules.

Make arrangements for all interscholastic events such as transportation, lodging and meals, when required.

After consulting with the head coach and the high school principal, cancel or postpone contracted contests.

Plan, organize and supervise all athletic awards with the input and approval of the principals involved.

Perform such other duties as the high school principal and/or superintendent of schools may direct.