

## NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Junior High Athletic Director

QUALIFICATIONS :

1. Valid State of Iowa teaching certificate
2. Coaching endorsement
3. Three years teaching and/or coaching experience
4. Specific duties and responsibilities vary, depending upon the assigned duty

REPORTS TO: Principal

JOB GOAL: To provide junior high school students involved in extra-curricular athletics opportunity to compete at a comparable level, gain the benefits of the values and traits by athletics and develop positive self-esteem. To provide overall leadership of the junior high school activities program in an effective and efficient manner.

PERFORMANCE RESPONSIBILITIES:

1. Protects the confidential nature of information concerning the extra-curricular program, students in the programs, and individuals involved in the programs.
2. Assumes general responsibility for junior high school extra-curricular athletic activities and serves as a facilitator for junior high coaches.
3. Organizes and schedules all junior high interscholastic athletic events and coordinates those athletic events with other extra-curricular activities in the district.
4. Obtains officials and other workers as required for the safe completion of extra-curricular activities.
5. Works with junior high principal in establishing supervision responsibilities for home junior high school athletic events.
6. Coordinates transportation requests for athletic participants and coaches.
7. Works with the junior high school principal, high school activities director, and varsity head coaches to make recommendations for the hiring of middle school coaches.
8. Coordinates the storage and care of the junior high athletic equipment with junior high coaches.
9. Responsible for maintaining and using junior high athletic budget.

TERMS OF EMPLOYMENT: Ten month year. Salary established by the Board

EVALUATION: Performance of the job will be evaluated in accordance with Provisions of the Board's Policy and master contract.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by \_\_\_\_\_ Date: \_\_\_\_\_  
(Incumbent)

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