

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### ATHLETIC DIRECTOR

#### QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Certified by the State of Florida in the appropriate area.
- (3) Minimum of three (3) years coaching experience

#### KNOWLEDGE, SKILLS AND ABILITIES:

Excellent public oratory skills. Planning and organizational skills. Positive leadership skills which enhance the promotion of the total athletic program. Knowledge of Florida High School Athletic Association (F.H.S.A.A.) rules, State statutes, State Board rules, and local School Board policies related to graduation requirements, college entrance requirements, and eligibility. Ability to schedule and coordinate a variety of activities. Knowledge and skill in developing and managing budgets.

#### REPORTS TO:

Principal

#### JOB GOAL

To assist the Principal in supervising the operation of the entire athletic program including the selection and evaluation of coaches.

#### SUPERVISES:

Athletic Coaches  
Assigned Support Personnel

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Keep the coaching staff and school informed of important decisions made by the F.H.S.A.A. concerning athletics and the participants.
- \* (2) Be responsible for the eligibility of all players.
- \* (3) Coordinate schedules of all sports.
- \* (4) Approve or disapprove the use of money involved with financing the athletic program.
- \* (5) Coordinate the use of athletic facilities.
- \* (6) Ensure the proper maintenance and care of all athletic facilities.
- \* (7) Ensure the proper mailing of all correspondence involving schedules, eligibility, and contracts.
- (8) Attend F.H.S.A.A. sponsored clinics held for athletic directors to update skills and techniques for the athletic program.
- (9) Serve as liaison between Principal and coaches.
- \*(10) Attend all athletic activities whenever feasible and assist with audience control, finance and security of facilities.
- \*(11) Provide leadership in the selection, assignment, and evaluation of athletic coaches and staff.

**ATHLETIC DIRECTOR (Continued)**

- (12) Foster good school-community relations by keeping the community aware of and responsive to the athletic program.
- \*(13) Arrange transportation for athletic contest participants.
- \*(14) Supervise all ticket sales and fund-raising events of the athletic programs, and assume responsibility for proper handling of funds.
- \*(15) Plan and supervise recognition programs for school athletics.
- \*(16) Administer the insurance program covering school athletes, and assume responsibility for all processing of reports and claims.
- (17) Assist Principal in making athletic program decisions.
- \*(18) Ensure that all required forms are turned in and are on file.
- \*(19) Coordinate the acquisition of equipment and supplies necessary to conduct the program.
- \*(20) Arrange for security, ticket sales, officials, and other resources necessary for home events.
- \*(21) Coordinate the scheduling of practices to avoid conflicts and ensure the best use of facilities and other resources.
- (22) Oversee and work with booster clubs or other support groups of athletic activities.
- (23) Act as the school's liaison with F.H.S.A.A., colleges, and universities.
- (24) Maintain an up-to-date inventory of athletic equipment.
- (25) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 9**

**Flagler Schools Strategic Framework – Teaching & Learning**