

**RSU No. 5 Durham ~ Freeport ~ Pownal
Director of Athletics Job Description**

QUALIFICATIONS:

1. Maine Department of Education Athletic Director certification (215) or equivalent
2. Successful experience working in a leadership role as an educator or coach
3. Demonstrated ability in working with middle and high school students and their parents
4. Knowledge and experience in team problem solving processes
5. Previous experience as a middle or high school athletic coach preferred

REPORTS TO:

Principal of Freeport High School and the Middle Schools

JOB GOAL:

To use leadership, supervisory, and administrative skills to develop, maintain, and improve the athletic program for the 6-12 grade students of RSU No. 5.

PERFORMANCE AREAS:

1. Administration/Organizational Management – The ability to collaborate with school personnel, possession of good organizational skills and the knowledge of effective administration of an athletic program.
2. Budgeting Management – The ability to effectively and efficiently utilize and manage the athletic facilities through a working knowledge of athletic finance, such that the needs of the athletic program can be effectively represented in the budgeting process, including budget development, acceptance, and implementation.
3. Communications – The ability to articulate effectively, both orally and in writing, the successes, needs and processes of the athletic program with the school board, school administration, superintendent, staff, students, parents, and the general public - in large and small groups and with individuals.
4. Community Relations – The ability to relate positively to the public; a view of the athletic/school relationship as a partnership; recognition of the need to be visible and active at athletic events and understanding the importance of considering school and community needs and wants.
5. Educational Leadership – The ability to inspire, motivate, guide and direct coaching staff in setting and achieving the highest standards of sportsmanship in athletics for the school and district.
6. Involvement in School and Community – The ability to perform responsibilities as a visible presence at athletic events, participating in and attending other school events to the extent possible.
7. Personnel Management – The ability to recognize program staffing needs and to contribute to an effective recruitment/selection/retention process; provide orientation and support for new coaches.
8. Professional Development – The ability to promote the professional growth and development of self and all coaches in order to raise both aspirations and expertise; ensure all coaches meet all MPA and district requirements, promote the philosophy, beliefs and contents of both the Coaches' and Students' Athletic Handbooks.
9. Supervision/Evaluation – The ability to supervise and evaluate coaches and coaching practices; provide support for new coaches; take corrective action as appropriate.

10. Performs such other tasks as may be assigned by the principal or superintendent in order to support students and the school community.

Other Responsibilities

1. Organization and scheduling of all interscholastic athletic events and practices including scheduling of fields and the gymnasium as well as taking into consideration other demands on students;
2. Hire officials and police as required, and assume general responsibility for the proper supervision of all home games; collaborate with and support athletic trainer;
3. Arrange transportation for all athletic contest participants;
4. Inform all stakeholders of appropriate rules and regulations governing the conduct of student athletes and athletic activities; update the Athletic Handbook annually to comply with new district and MPA policies and procedures; meet with student athletes and parents to review athletic rules and regulations;
5. Collaborate with the school nurse to verify the physical examination of all athletes prior to the beginning of each season; and
6. Collaborate with and support all athletic Booster organizations and RSU No. 5 Community Programs.

Essential Functions:

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Sustain and complete with accuracy assigned seated clerical tasks.
8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

Legal and Ethical Duties:

1. Maintains confidentiality on student information.
2. Maintains confidentiality about all aspects of work, student performance, and written and oral records.
3. Demonstrates a respect for the legal and human rights of students.
4. Follows health and safety procedures established by the system.
5. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
6. Demonstrates loyalty, dependability, integrity, and other ethical standards.
7. Follows the chain of command for various administrative procedures or concerns.
8. Observes Board and school policy.
9. Meets and follows all State and Federal laws and regulations.

TERMS OF EMPLOYMENT:

Salary and benefits to be established by the RSU5 Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the RSU No. 5 Board policy.

Original to Personnel File
File Copy to Employee
Adopted: March, 2019

NOTE:

The above job description reflects the general requirements necessary to describe the principle functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. I have read and understand the terms and conditions of this position.

I have read and understand the terms and conditions of this position.

Employee Name: _____

Employee's Signature:_____ **Date:**_____