

**St. Tammany Parish School Board
Covington, Louisiana
Department of Human Resources**

JOB DESCRIPTION

TITLE: Parish Athletic Director (FLSA: Exempt)

QUALIFICATIONS:

1. Valid Louisiana teaching certificate.
2. Previous experience as a coach.
3. Knowledge of the overall operation of the athletic program.

REPORTS TO: Administrative Supervisor

SUPERVISES: Assists Principal and school Athletic Director in supervision of School Athletic Program

JOB GOAL: To provide overall leadership; supervision and coordination of all parish sports programs to provide students worthwhile learning experiences.

DUTIES AND RESPONSIBILITIES:

1. Reports to the Deputy Superintendent of schools and works under the direction of the appropriate Administrative Supervisor to supervise the parish athletic programs.
2. Administers all school district interscholastic policies and procedures as well as the Rules and By-Laws of the Louisiana High School Athletic Association.
3. Upon request of Principals, observes a coach sufficiently in order to make future recommendations in terms of job expectations and job assignments.
4. Assists in interviewing coach candidates for original appointments, when requested.
5. Makes recommendations for the improvement of facilities to the Superintendent of schools for consideration and referral.
6. Interprets School Board policy to coaches, Athletic Directors, and Principals relative to athletic business.
7. Assists in resolving conflicts within ranks of the athletic departments of schools as needed.
8. Receives and evaluates school athletic purchase orders.
9. Sends reminders of upcoming athletic related events to schools.
10. Assists in coordinating all radio and television broadcasts, including Channel 13 broadcasts, as needed.
11. Maintains a file of all athletic suspensions and expulsions from teams.
12. Works with Athletic Directors and high school Principals to develop the annual athletic budget per request.
13. Serves as the Commissioner of the St. Tammany Parish Junior High Athletic Association and assist Junior High Principals with athletic related issues including scheduling of parish wide athletic events.
14. Serves as the assignment secretary for Junior High Athletic Officials when necessary.
15. Assists in administering eligible volunteer insurance programs covering school athletics.
16. Coordinates and supervises any contracted athletic trainer program in schools.
17. Promotes publicity for all interscholastic sports, including sports brochures, press and radio releases.
18. Coordinates repair and maintenance activities for varsity athletic fields, track, baseball fields and gymnasiums through appropriate channels.
19. Represents the School System at district and state meetings as needed.
20. Assists in scheduling physical examinations in accordance with the requirements of the Louisiana State High School Association.
21. Maintains an active community-wide sportsmanship program.
22. Reviews the athletic policy and staff handbook annually at each school.
23. Evaluates and seeks ways of improving the interscholastic athletic programs.
24. Presents recommendations for changes in athletic policies to the Supervisor.
25. Plans and supervises an appropriate Coach's recognition program for the School System.
26. Keeps records of the results of all junior and senior high school athletic contest, and maintains a record file of award winners, stating the date and type of award, including athletic scholarships.
27. Serves as School System contact with parents to provide information and mediate and/or resolve disputes concerning athletics and athletics and extra-curricular activities related to sports.
28. Performs other duties as Administrative Supervisor may direct.

TERMS OF EMPLOYMENT: To be determined by Superintendent.

The Superintendent reserves the right to review, update, or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ **Date:** _____

**Reviewed and
Agreed to by:** _____ **Date:** _____
Employee's Signature

Employee's Printed Name

Employee Identification Number

Original- Human Resources
(Revised: 8/2013)

Copy- Supervisor

Copy- Employee