

**Certified Personnel
Job Description**

POSITION TITLE: District Athletic Director

QUALIFICATIONS: Shall have a working knowledge of computers.
Shall communicate maintain effective relationships with students, parents, and staff, both orally and in writing.
Shall demonstrate interpersonal skills using tact, patience, and courtesy.
Shall have equivalent experience for the position.
Shall complete first aid and/or CPR and renew annually.
High School Diploma or GED; Bachelor degree preferred.

PHYSICAL REQUIREMENTS: Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as related to the job description.

RESPONSIBLE TO: Superintendent

GENERAL DUTIES: Shall direct and manage the district's athletic programs and facilities.
Shall direct and manage programs and activities for the protection, safety, and welfare of students and staff.
Shall react positively to directives.
Shall carry out assignments in a timely manner without undue checking.
Shall adhere to time schedules as set forth.
Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES: Shall organize and schedule all athletic events.
Shall acquire officials, team physicians, and security for events.
Shall arrange transportation for athletic events.
Shall prepare and administer the athletic program budget.
Shall supervise all ticket sales and assure accurate accounting of all money.
Shall perform any other duties as assigned by superintendent.

DAYS OF EMPLOYMENT: 220 days

SALARY: Commensurate with the Ashland Independent School Classified Salary Schedule

Updated: 5/18/20