



SUPPLEMENTAL

ATHLETICS - MIDDLE SCHOOL or LAHS ATHLETIC DIRECTOR

JOB DESCRIPTION

JOB TITLE: Supp – Middle School or LAHS Athletic Director **FLSA STATUS:** Nominal Stipend
REPORTS TO: Athletics | Campus Principal **PAY GRADE:** SUP-02 (MS) | SUP-04 (LAHS)
LOCATION: Middle Schools **DAYS:** Based on Season (Up to 3)
JOB ID & DATE: SUP-A13, October 2023

JOB PURPOSE SUMMARY

The Middle School Athletic Director is a vital member of the school athletic team. Responsible for overseeing all aspects of the middle school sports program. This individual plays a crucial role in fostering a positive and inclusive athletic environment, promoting the physical and emotional well-being of student-athletes, recruiting students to the athletic program, scheduling events, assisting in the hiring of sport specific coaches, coordinating and attending events, and upholding the school's values and mission.

REQUIREMENTS

Education Level Details

Bachelor's degree in Education, Sports Management, or related field (Master's degree preferred); relevant coaching experience may be substituted.

License, Certification, Background Check

Successful completion of the A.C.E., first aid and CPR training.
CHSAA Certification

Work Experience Required

Three years prior coaching experience required

Other Skills and Abilities Required.

Relevant experience in coaching or sports administration.
Strong knowledge of middle school sports and educational athletics.
Excellent leadership, communication, and interpersonal skills.
Commitment to fostering a positive and inclusive athletic culture.
Demonstrated ability to manage budgets and allocate resources effectively.
Knowledge of relevant athletic regulations and safety protocols.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Provide visionary leadership and strategic planning for the middle school sports program.
- Oversee the organization, scheduling, and administration of all sports teams and athletic events.
- Recruit, hire, and supervise coaches, ensuring they are qualified, motivated, and committed to the school's athletic goals.

- Foster a culture of professional development among coaching staff.
- Ensure that the sports program promotes character development, teamwork, and sportsmanship among student-athletes.
- Monitor academic eligibility and advocate for academic success.
- Develop and manage the athletic department budget, allocating resources efficiently and responsibly.
- Seek out and secure external funding opportunities, grants, and sponsorships to support the program.
- Ensure compliance with all relevant league rules, regulations, and safety guidelines.
- Oversee the development and implementation of safety protocols and emergency action plans.
- Collaborate with school administration to maintain and improve athletic facilities.
- Schedule facility use for practices, games, and events.
- Ensures facilities are secure at the conclusion of any events outside normal school availability times.
- Establish and maintain effective communication channels with student-athletes, parents, coaches, and the broader school community.
- Promote the middle school sports program within the school and to external stakeholders.
- Uphold and enforce the school's code of conduct, ensuring that all athletes, coaches, and spectators adhere to high standards of sportsmanship.
- Develop and execute fundraising initiatives to support the athletic program's financial needs.
- Cultivate relationships with alumni who can contribute to the program's growth and success.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 80 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily with students in outdoor playing fields, indoor and outdoor courts, gymnasium, swimming pool or other

sports facility; physical ability to lift and move sports equipment and demonstrate sports skills when necessary; may be exposed to infectious diseases and inclement weather. The Employee may be required to work from a remote location in the event of a district shut-down or other event. Ability to travel with the team.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____ Employee ID Number: _____
Signature: _____ Date: _____