

SCHOOL DISTRICT OF BRADFORD COUNTY JOB DESCRIPTION

ATHLETIC DIRECTOR

MINIMUM QUALIFICATIONS:

- (1) Bachelor of Arts or Science from an accredited university
- (2) Valid Florida Education Certificate
- (3) Satisfactory criminal background check and drug screening
- (4) Five years varsity coaching experience, preferred
- (5) Experience in Administration and Supervision, preferred.
- (6) Valid Florida Driver's License

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida High School Athletic Association rules, requirements, and procedures; Knowledge of sports and sports-related equipment, facilities, management, and maintenance; Ability to communicate in a variety of modes; Ability to manage funds; Knowledge of budgets; Ability to express facts and ideas clearly and concisely; Ability to organize time and materials; Ability to prioritize tasks and responsibilities; Knowledge of child growth and development; Ability to interact effectively with professional staff, parents, and students;

REPORTS TO:

Superintendent of Schools or designee

JOB GOAL:

To supervise the FHSAA athletic programs of Bradford County in consultation with coaches, administrators, players, parents and the community.

SUPERVISES:

Athletic coaches

PERFORMANCE RESPONSIBILITIES:

1. Work with the schools to develop a District-wide athletic program to ensure uniformity and coordination.
2. Develop athletic policies with input from principals and coaches.
3. Develop a District-wide athletic program policy and guidebook and update annually.
4. Negotiate contracts with the FHSAA and officials.
5. Provide schedules to school administration and media outlets.
6. Provides athletic assistance and guidance to schools in interpretation of Board policy and the Florida High School Athletic Association (FHSAA) rules.
7. Assist in arranging schedules for practice and game facilities.
8. Ensure that competitions have administrators and security present.
9. Assist in the evaluation and selection of athletic equipment.
10. Serve as a consultant within the District on all athletic construction projects.
11. Monitors the District athletic program for compliance with gender equity.
12. Assist in writing grant proposals and manage grants as needed.
13. Serve as the District liaison for athletics to the Florida Department of Education, the FHSAA, and the Florida Interscholastic Athletic Administrators (FIAA).
14. Coordinates the provisions for physical examinations for all athletes with local community agencies and organizations.
15. Establish annual athletic program goals and objectives.
16. Conduct periodic coaches' meetings for the purpose of program planning and coordination.
17. Promote publicity for all interscholastic sports, such as sports brochures and other publications, press releases and radio releases, etc.
18. Ensure that player and game statistics are reported to local and regional media and sports outlets.
19. Enforce and interpret all athletic regulations as specified by the FHSAA.
20. Attend FHSAA athletic events.
21. Provide written notification to the principal and superintendent or designee pertaining to FHSAA and/or Bradford County Student Code of Conduct.
22. Foster good community relationships by keeping the community aware of and responsive to the athletic programs.
23. Attend all local, district, regional, state, and national meetings that are necessary to the functioning of the athletic program.
24. Promote professional growth and enrichment by encouraging athletic directors and coaches to be members of professional athletic organizations and to participate in approved clinics, conferences, and required compliance seminars.

25. Coordinate the development and implementation of the District Athletic Coaching Endorsement Add-On Certification Program.
26. Assists coaches in keeping abreast of current practices, programs, legal issues, and care and prevention of athletic injuries.
27. Assist in developing and implementing the District athletic budget.
28. Coordinate the purchase of athletic equipment.
29. Coordinate the establishment of admission prices for all athletic events.
30. Seek assistance and support for the financing of the athletic program.
31. Prepare and submit required reports and maintain appropriate records.
32. Maintain a close working relationship with District and school personnel to ensure information exchange, coordination, and support for the decision-making process and the collection of feedback concerning services.
33. Respond to inquiries or concerns in a timely manner.
34. Keep district administration informed about potential problems or unusual events.
35. Support the goals and priorities of the District.
36. Represent the District in a positive and professional manner.
37. Perform other incidental tasks consistent with the goals and objectives of this position.
38. Perform other duties as assigned.

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.

TERMS OF EMPLOYMENT:

Salary and Benefits shall be paid consistently with the District's approved compensation plan; 256 days; 8-hour work days

EVALUATION:

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

JOB DESCRIPTION SUPPLEMENT:

Job Description Supplement 4

SALARY SCHEDULE: Administrative Salary Schedule;