



ATHLETIC DIRECTOR
Position Description

Title: Athletic Director
Location: Pamlico County Schools
Terms of Employment: 10 months, Full Time
Effective Date:
FLSA Status: Exempt

Purpose

The Athletic Director will coordinate all athletic programs within the assigned school.

Qualifications

- Minimum of 5 years coaching experience preferred

Duties and Responsibilities

- Coordinate all schedules with the principal and commissioner of the conference
- Assign and supervise all gatekeepers and workers for all athletic events
- Examine all playing arenas to see if they are available and ready to play
- Confirm the availability of sports equipment which is needed for the game
- Coordinate all tournaments and post-season games with the principal
- Coordinate with the principal the welfare of all athletes
- Verify eligibility of all athletes
- Work with coaches in solving morale problems
- Performs other duties as assigned by immediate supervisor

Skills and Abilities

- Ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people, or things
- Ability to read a variety of correspondence, reports, forms, articles, proposals, contracts, etc.
- Ability to deal with people beyond giving and receiving instructions
- Must be able to adapt to performing under stress and when confronted with emergency situations

Pamlico County Schools does not discriminate in the employment, tenure, or promotion of employees on the basis of sex, race, religion, age, national origin or disability.