

Athletic Director

Policy Information

Series Job Description - Job Descriptions

Athletic Director

Policy # JD5

BOURNE PUBLIC SCHOOLS

ATHLETIC DIRECTOR

JOB DESCRIPTION

Reports to: High School Principal and Superintendent

Job Goal: Direct the activities of the athletic program

Supervises: Coaches, game help, and athletic related personnel

Responsibilities:

The Director of Athletics shall work one week before the regular school year commences, the regular school year, one week after the regular school year concludes, and any additional time that may be required to fulfill his/her duties and responsibilities as shall be determined by the Superintendent of Schools. The Director will be directly responsible to the High School Principal and the Superintendent.

The Director of Athletics shall be responsible for all athletic activities, cheerleading, and intramural programs (if they are held) in grades 5 through 12 within this school system.

A. Coaches

1. Determines specific coaching responsibilities with staff members.
2. Supervises, on a regular basis and evaluates the performance of all coaches and other personnel who are directing an activity in the athletics program. Written evaluations for all coaches are to be submitted to the High School Principal and Superintendent of Schools at the conclusion of each sports season.

3. Regularly attends games and practices and conducts walkthroughs of all athletic spaces for supervisory and evaluation purposes. Maintains visibility across sports.
4. Recruits and interviews candidates and makes recommendations to the High School Principal concerning any personnel vacancy in the sports program. The High School Principal will make the final recommendation to the Superintendent of Schools.
5. Provides appropriate supportive assistance to all coaches and directors of activities in the athletics program.

B. Leagues

1. Maintains information on league rules, policies, rule interpretations and changes, and informs the Administration and School Committee of all developments.
2. Attends necessary athletic meetings of the league.
3. Keeps abreast of current issues in athletics.
4. Adheres to all rules and regulations set forth by the state governing association.
5. Makes recommendations to the High School Principal concerning league functions.

C. Scheduling

1. Schedules the games for all school interscholastic teams.
2. Schedules the use of facilities for all activities in the athletics program.
3. Schedules transportation for all activities in the athletics program.
4. Schedules physical examinations for all athletes (if held under school direction) and ensure that no athlete participates in an athletic program unless he/she has successfully passed a physical examination.
5. Arranges for the proper chaperoning of all pupils directly participating in activities in the athletic program.
6. Prepares a calendar of events for all athletic activities and arrange for its general distribution throughout the school system and community.
7. Makes all arrangements and provides all necessary personnel for home and away athletic contests. Serves as on-site game administrator for all home football, basketball and hockey games, and will arrange for additional coverage in the event of a scheduling conflict.

D. Budget

1. Prepares and submits to the High School Principal an annual detailed budget for all athletic activities and intramural programs (if these are held) for grades 5-12.
2. Prepares, signs, and submits to the High School Principal all requisitions for the purchase of equipment, materials, and services for all programs within his/her area of responsibility.
3. Is responsible for instituting and managing, with the Director of Business Services a system for collecting and accounting for sports user fees (if applicable) and gate fees.

E. Equipment and Facilities

1. Is responsible for the requisitioning, receiving, and distributing of all necessary supplies and equipment within his/her area of responsibility.

2. Supervises the maintenance, care, and storage of all supplies and equipment within his/her area of responsibility.
3. Prepares an annual inventory of supplies and equipment for all programs within his/her responsibility.
4. Maintains an effective records system that will provide accountability for all supplies and equipment.
5. Makes recommendations and assists in the planning of any new facilities.
6. Is responsible for having all facilities in good repair and ready for use for all scheduled activities.
7. Supervises the use of athletic facilities by the members of the physical education department.

F. Public Relations

1. Develops and maintains an effective public relations program.
2. Solicits and maintains community support for the objectives and activities of the intramural and athletic programs.
3. Prepares and distributes news articles, social media posts, and publicity releases, in conjunction with the High School Principal, concerning the athletics programs.
4. Is responsible for reporting all game scores to the proper sources for appropriate publicity.
5. Arranges for team pictures for the press and yearbook.

H. General

1. Encourages the teaching of skills, team play, obedience to rules, good sportsmanship, school spirit, participation of many, and character and leadership building.
2. Ensures that the policies formulated by the School Committee are implemented.
3. Directs and coordinates all athletic activities and programs so as to achieve the maximum effectiveness of such activities and programs for the total student body.
4. Reviews the various programs, the problems relating thereto, and to formulate the policies and plans aimed at keeping the programs functioning at a high level with department personnel.
5. Periodically evaluates the duties and responsibilities of his/her position and submits recommendations for additions, deletions, or alterations to the High School Principal and Superintendent of Schools.
6. Submits written reports to the Superintendent of Schools as may be required.
7. Maintains accurate records of the following:
 - a. Accidents
 - b. Injuries
 - c. Athletic awards
 - d. Physical examinations
 - e. Season records of athletic teams
 - f. Gate Receipts

I. Miscellaneous

1. Responsible for providing qualified officials and all other necessary personnel for all home athletic contests.

2. Responsible for decisions on athletic game postponements and rescheduling of games.
3. Establishes regulations and procedures for the care and prevention of athletic injuries; i.e. scheduling of medical personnel at appropriate athletic activities.
4. Supervises the Athletic Awards program.
5. Administers and supervises the rules, regulations, conduct, and eligibility for participating students, with the input of the High School Principal.
6. Coordinates with groundskeeper on preparation of facilities for all home athletic contests.
7. Administers the athletic insurance program with the principal's secretary.
8. Meets the needs of all visiting teams for athletic contests.
9. Coordinate the arrangements for ticket sales and receipts, with the Athletic Department secretary.

Qualifications: Experience and training in the administration of athletic programs and experience coaching interscholastic athletics. Athletic director (supervisor/director) or related licensure required.

Terms of Employment:

1. One week before and after school year
2. Appointment on a yearly basis
3. Salary as determined by the Collective Bargaining Agreement if a BEA position.

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