



Richmond County Schools

Dr. Joe Ferrell, Superintendent
118 Vance Street, Hamlet, North Carolina 28345
Phone: 910-582-5860

POSITION:

ATHLETIC DIRECTOR

REPORTS TO:

Principal

JOB DESCRIPTION:

The Athletic Director is responsible for planning, organizing, and overseeing all aspects of the schools' athletic programs, including middle school athletics. Working closely with the principal, this role ensures that all sports activities support student development, comply with regulatory guidelines, and reflect the values of sportsmanship, equity, and academic accountability. The Athletic Director supervises staff, manages budgets, coordinates logistics, and fosters strong community and public relations to promote a thriving athletic culture.

QUALIFICATIONS:

- High school diploma or equivalent
- Bachelors degree from an accredited institution
- Masters in School Administration preferred but not required
- Job related experience is required.
- Maintain Licensure & CEUs

ESSENTIAL JOB FUNCTIONS:

- Assesses the school's athletic program and its middle school athletic program(s)
- Working with the principal, selects, assigns and evaluates coaches
- Schedules for all athletic contests, fields and facilities
- Schedules for all game officials and security personnel

- Attends athletic events whenever possible, working in conjunction with the principal and assistant principal(s) to ensure coverage of all home events
- Ensure student athletic eligibility according to North Carolina High School Athletics Association (NCHSAA) guidelines
- Serves as liaison with coaches and principals to address student discipline impacting athletic eligibility
- Attends relevant meetings regarding conference and state NCHSAA business
- Coordinates athletic budgets, working with coaches to ensure equity across all sports
- Plans and coordinates athletic awards programs
- Plans and coordinates for printing and selling programs for varsity contests
- Ensures that all student athletes are insured
- Maintains records and ensures appropriate training, including first aid training, for all coaching staff
- Maintains a current physical for each student athlete
- Arranges transportation for all athletic teams
- Maintains an active athletic program that promotes sportsmanship and welcomes competing teams and guests
- Coordinates details of the visiting teams' needs
- Supervises all ticket sales and fund-raising events of the athletic program and assumes responsibility for proper handling of funds
- Serves as a liaison between coaches and the administration of the school
- Coordinates public relations in cooperation with the district's Advisor for Community Relations
- Maintains records of the results of all athletic contests and athletic scholarships
- Collaborates with the athletic booster clubs as necessary and direct and assist in all fund raising activities for the benefit of the athletic program
- Performs other duties and responsibilities as assigned by principal

WORKING ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force

frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

Employment will require an extensive background check.