

**ELIDA BOARD OF EDUCATION  
JOB DESCRIPTION**

**LOCATOR INDEX: 113**

**Title:** Athletic Director

**Reports to:** Superintendent

**FLSA Status:** Exempt

**Description** Supervise and administer the athletic program in the high school and middle school; maintain accurate financial records; schedule contests and officials; supervise coaches

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Ensure safety of students
- Coordinate all interscholastic athletics in grades 7-12
- Schedule all sports events
- Contract with all sports officials
- Arrange and schedule athletic transportation
- Ensure athletic fields, gymnasium and all general athletic equipment are prepared and ready for each game
- Arrange and assign visiting team dressing room
- Assist in the hiring of new coaches
- Maintain a file of awards and records
- Act as liaison officer between the Athletic Board and the school booster clubs
- Ensure all head coaches prepare a complete list of all participating students in each sport prior to the first game
  
- Attend athletic contests at home
- Attend varsity contests away from district when in the absence of a home contest of any kind
- Arrange for any meals provided by the athletic department
- Notify coaches of ineligible students
- Prepare a budget for the athletic department
- Ensure each game is supervised
- Purchase all supplies and equipment for the athletic department
- Supervise all workers at athletic contests
- Oversee all reserve and general admission ticket sales
- Maintain current inventories of all equipment and supplies on hand
- Develop and implement rules and regulations governing the athletic activities
- Ensure all coaches receive an athletic handbook prior to each sport's season
- Meet with all coaches prior to the sport's season to review rules and regulations
- Observe head coaches engaged in an athletic activity during the season
- Arrange for timers, scorekeepers, ticket personnel and administrative personnel involved in the total operation of all athletic events
- Ensure all contest and spectator facilities are ready for all contests

- Interview, evaluate and recommend athletic program applicants for employment
- Supervise and evaluate coaches in cooperation with high school principal and middle school principal
- Ensure all student athletes receive physical examinations prior to the beginning of their respective athletic seasons
- Issue purchase orders on approved purchase requisitions
- Maintain an up-to-date budget account for each sport
- Maintain a complete record of the results of all athletic contests
- Maintain a file of all award winners, including athletic scholarships
- Attend staff, league and local council meetings and in-services as required
- Implement and enforce student athletic program rules, regulations and policies
- Prepare written reports when required.
- Coordinate, administer and maintain file of game contracts with coaches
- Counsel, advise and encourage student athletes
- Devise and implement quality standards for athletic program
- Supervise all athletic program personnel and ensure proper scheduling and implementation of programs by same
- Coordinate and ensure photographic coverage of athletic events and distribute passes for authorized individuals
- Coordinate activities in conjunction with the athletic boosters
- Maintain respect at all times for confidential information, e.g., staff personnel information
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend staff, league and local council meetings and in-services as required
- Supervise and direct faculty manager
- Assist principals with recommendations for the selection, evaluation, retention and promotion of coaches
- Ensure all head coaches properly maintain, store and record all athletic equipment
- Supervise the administration of the entire interscholastic athletic program at the high school
- Cooperate with the principal in carrying out, and enforcement of, the Ohio High School Athletic Association rules and bylaws, policies of the district's athletic board, and the WBL
- Develop, review, and implement the athletic handbook
- Coordinate press releases for all athletic events
- Coordinate and develop public relations for the athletic program
- Communicate with students and parents concerning attendance procedures and policies
- Work with coaches to plan and complete arrangements for all athletic banquets and assemblies
- Maintain accurate records to ensure all coaches have met PAV, CPR requirements, and when necessary, BCI checks
- Cooperate with administration, coaches, and students to promote the best possible athletic program in terms of good conduct and sportsmanship
- Promote and maintain high standards of conduct among all high school students
- Administer the school's attendance policy pertaining to student athletes
- Handle student athlete discipline problems
- Supervise the athletic insurance program
- Inventory all athletic equipment with coaches
- Purchase athletic awards
- Prepare budget and purchase orders for equipment and supplies
- Maintain accurate financial records of all interscholastic funds and prepare and provide financial reports as requested
- Keep accurate inventory records from each season
- Make contacts with the public with tact and diplomacy

### **Other Duties and Responsibilities:**

- Assist in the evaluation of all athletic programs and coaches, recommendations on programs and coaching assignments
- Assist with general supervision of the building and grounds including classrooms, study halls, corridors, rest rooms and other places needing general supervision
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Instill in students the belief in and practice of ethical principles and democratic values
- Attend professional growth seminars, workshops, etc., and keep current on athletic program issues
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by superintendent or high school principal

### **Qualifications:**

- Master's degree (M. A.) or equivalent; or four to ten year related experience and/or training; or equivalent combination of education and experience
- At least three to four years experience as faculty manager
- Alternative to the above qualifications as the superintendent and/or board of education may find appropriate

### **Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- General computer skills
- Basic first-aid certification
- Previous coaching experience
- Ability to generate and understand financial reports

### **Equipment Operated:**

- Typewriter
- Computer
- Scoreboard
- Hand-tools

### **Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle under inclement weather conditions, i.e., must be prepared to come to work on all scheduled work days except calamity days
- Occasional interaction among unruly children
- Frequent evening/weekend/summer work
- Frequent travel
- Occasional requirement to work near moving mechanical parts
- Occasional exposure to inclement outdoor weather conditions
- Occasional exposure to loud noises
- Frequent regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, stoop, crouch and kneel
- Occasional requirement to lift, carry, push and pull various athletic equipment and supplies

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

\_\_\_\_\_  
Superintendent or designee

\_\_\_\_\_  
Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Adoption date: October 17, 2000