

Inter-Lakes School District Position Description

Position Title: **Athletic Director**

Reports To: **High School Principal**

GENERAL SUMMARY:

The Athletic Director is responsible for the oversight of the interscholastic program for grades 7 through 12. This will include the overall supervision of all coaches and programs.

SPECIFIC JOB FUNCTIONS:

- **PERSONNEL**
 - a. Recruit and select, in conjunction with the principal, all coaches/advisors.
 - b. Promote “best practices” in coaching.
 - c. Complete annual evaluations of all coaches.
 - d. Hire related game support personnel, e.g., police, ticket takers, scorers, etc.
 - e. Monitor coaches’ eligibility including completion of required trainings.
 - f. Facilitate networking with other district, as well as community youth program coaches.
- **MANAGEMENT**
 - a. Develop and manage the interscholastic athletic budget.
 - b. Maintain accurate inventory of equipment, uniforms and supplies.
 - c. Coordinate payment for coaches, advisors, officials, and game support personnel.
 - d. Submit required reports to the NHIAA.
 - e. Develop and submit program statistics to the administration as requested.
 - f. Monitor the academic, behavioral, and physical eligibility of all athletes.
 - g. Develop team rosters.
 - h. Attend related local and state level meetings.
 - i. Maintain an updated coaching/athletic handbook.
 - j. Document and process all revenue generated by interscholastic athletic related events.
 - k. Approve and coordinate all interscholastic athletic related fund raising activities.
 - l. Consult with athletes, parents, coaches and principals when problems or complaints arise.
- Complete the Crowd Manager Course and maintain active certification.

- SCHEDULING
 - a. Coordinate field and facility utilization for practices and games.
 - b. Develop the interscholastic athletic schedules for all sports.
 - c. Work with NHIAA personnel and other required officials to schedule game officials.
 - d. Arrange required transportation for interscholastic athletic contests.
- PUBLIC RELATIONS
 - a. Maintain an interscholastic athletic department website.
 - b. Report home scores to the NHIAA.
 - c. Act as liaison, when appropriate, to community-sponsored youth programs and Meredith Parks and Recreation Department, especially in relation to field use.
 - d. Coordinate the sports award ceremony at the end of each season.
- GAME SUPERVISION
 - a. Attend and/or coordinate supervision of home contests.
- Assume other duties as assigned that promote the efficient operation of, and contribute to, the continuous improvement of the Inter-Lakes athletic program.

EDUCATION/EXPERIENCE:

Bachelor's degree in a related field required
Experience in coaching, teaching, officiating preferred

The above statements are intended to describe the general nature and level of work assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

* External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.
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