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**Job Title:** Athletic Director

**Supervisor:** Principal

**Terms of Employment:** 220 days

**Job Summary:**

To oversee, direct, and evaluate the overall administration, supervision, and coordination of the interscholastic athletic programs for the school.

**Essential Duties:**

- Direct and evaluate the learning experiences of students in extracurricular activities.
- Provide guidance to students which will promote educational development.
- Foster effective communication with parents and/or guardians.
- Cooperate with and participate in the planning, implementation, and evaluation of the total school program.
- Follow District and South Carolina School League (SCHSL) guidelines when recommending all coaching assignments to the principal for approval.
- Prepare athletic budget, requisition supplies and equipment, supervise expenditures, prepare all purchase orders, maintain inventories, and report receipts for all activities by administering the athletic program fairly and equitably.
- Interpret eligibility policies to students, parents, and the community and with the cooperation of the principal, enforce eligibility standards and policies as developed by the SCHSL and District.
- Assist coaches with tryout procedures and with the development of team procedures and guidelines.
- Explain district policies, including Title IX compliance, in detail to all new coaches and review policies with all coaches.
- Ensure all new coaches attend the District's introductory coaching staff development course.
- Explain SCHSL rules and policies to all new coaches.
- Review disciplinary policies with all new coaches.
- Work with the administration for recruitment and selection of staff members who would also serve in a coaching capacity.



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- Regularly supervise practices and games.
  - Complete yearly coaching evaluations with school administration.
  - Complete all other responsibilities associated with the program or assigned by the principal on a daily basis.
  - Manage all athletic contests. This includes before game preparation, after game responsibilities, depositing of gate receipts and preparation for out-of-town contests.
  - Act as the school liaison with the Athletic Booster Club.
  - Coordinate all team travel and transportation.
  - Responsible for student recordkeeping for athletic eligibility.
  - Participate in professional development activities required within the school, district and state.

**Other Duties:**

Will also perform such other duties and assume such other responsibilities as may be assigned by the Principal or District Athletic Director.

**Job Specifications:**

Performance of this job will be evaluated annually in accordance with the District's evaluation procedures.

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. Masters Degree in Education, Educational Leadership, Business Administration, or comparable area from an accredited college or university.
2. SC Administration/Principal Certification preferred.
3. Experience as a Coach.
4. Able to communicate effectively.
5. Experience in implementing system-wide support programs.
6. Experience in implementing and achieving results through a district-wide strategic plan.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.



Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Sufficiently mobile to ensure the safety of students;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Ability to read a computer screen and printed material with or without vision aids;
- Ability to hear and understand speech at normal levels and on the telephone; and
- Ability to speak in audible tones so that others may understand clearly in person and on the telephone.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Pay Grade:** Teacher Salary Scale

Please click [here](#) for salary scales.

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***