



Job Title: Middle School Athletic Director (Supplement)

Supervisor: Middle School Principal

Terms of Employment: 2026 – 2027 school year

Job Summary

The Middle School Athletic Director serves as an extracurricular leader responsible for the coordination, supervision, and continuous improvement of the middle school's athletic program. This role ensures that all athletic activities align with district expectations, SCHSL compliance, promote student development, and uphold high standards of sportsmanship, safety, and academic accountability.

The Athletic Director supports school improvement priorities by fostering a culture of teamwork, discipline, and student engagement through athletics, while also contributing to operational efficiency and school safety procedures as needed.

This is a supplemental assignment in addition to regular duties and is compensated according to the district supplement schedule. The position is a yearly appointment made at the discretion of the middle school principal and is not guaranteed from year to year, consistent with other supplemental roles.

Essential Duties

- Coordinate all middle school athletic programs, including game management, supervision, and program evaluation.
- Work collaboratively with the area high school athletic director.
- Ensure compliance with district policies, SCHSL requirements, and eligibility standards.
- Foster effective communication with parents and/or guardians. Ensure pre-season team parent/guardian and player meetings are being conducted. Ensure the players and parent/guardian are reviewing and signing team expectation agreements.
- 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.
- Explain district policies, including Title IX compliance, in detail to all new coaches and review policies with all coaches.
- Oversee transportation coordination and facility use in collaboration with high school athletic director.
- Provide team rosters along with other required documentation to the area high school athletic director for athletic eligibility.
- Monitor student-athlete eligibility, attendance, and academic performance expectations.
- Support the development of a positive athletic culture focused on effort, teamwork, and character.
- Provide guidance, expectations, and support for all middle school coaches.
- Ensures all coaches complete and attain required NFHS courses, CPR/AED certifications, and other required certifications.
- Facilitate communication of district expectations related to student supervision, safety, and conduct.
- Assist in the recruitment, onboarding, and mentoring of middle school coaches.

- Promote professional learning opportunities for coaches aligned to student development and well-being.
- Promote access and participation in athletics for all students.
- Support student-athletes in balancing academics, behavior expectations, and extracurricular involvement.
- Encourage school spirit and community engagement through athletic events.
- Reinforce sportsmanship and positive conduct among students, staff, and spectators.
- Ensure all athletic events are properly supervised and aligned with district safety expectations.
- Coordinate game-day operations, including supervision plans and emergency procedures.
- Maintain accurate records of schedules, rosters, eligibility, incidents, and athletic equipment inventory.
- Responsible for gate ticket sales, reports, and deposits.
- Ensures all campus facilities and playing surfaces are in proper condition for athletic practices and competitions.
- Ensures public address system, lighting, scoreboards, etc., are in working order.
- Encourages an appreciation of and a concern for the care of the athletic facilities through work with the coaching staff.
- Submits facility repair requests through the online request program, SchoolDude.
- Ensures the preparation of all campus athletic events.
- Manage all athletic contests. This includes before-game preparations, during the game supervision, after-game responsibilities, and preparation for out-of-town contests.
- Arranges dressing space for officials, coaches, and visiting teams as needed on the middle school campus.
- Ensures the staff have practiced and are prepared to implement the emergency action plan if needed.
- Will share all athletic booster club requests with the area high school athletic director.
- Support school-wide safety procedures as assigned, including supervision, attendees security screening, ticket collection, and event management.
- Serve as the primary liaison between high school athletic director, coaches, administration, staff, and families regarding athletics.
- Communicate schedules, expectations, and updates clearly and consistently.
- Work collaboratively with other schools and district personnel to ensure smooth athletic operations.
- Provide regular updates to administration regarding program needs, successes, and challenges.
- Maintain regular job responsibilities while fulfilling supplemental duties.
- Attend required meetings, trainings, and athletic events.
- Uphold district policies, school procedures, and professional standards.

Other Duties

Perform other duties or responsibilities as assigned by the Middle School principal and High School athletic director.

Job Spectification

Performance of this job will be evaluated annually in accordance with provisions of the district's policy on Evaluation of Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required)

- Valid South Carolina teaching certification or district-approved eligibility
- Experience in coaching or athletic program coordination (preferred).
- Strong organizational, communication, and leadership skills
- Ability to manage multiple responsibilities and events effectively
- Commitment to student development, safety, and positive school culture

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.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

Pay Grade:

- This role is a one-year supplemental appointment, renewed annually at the discretion of the principal based on school needs and performance.
- Compensation is provided through a supplemental stipend in accordance with the district's approved supplement schedule.