

Three Rivers Local School District Job Description

Title: **ATHLETIC DIRECTOR**

Qualifications:

1. Administrative Certification/Licensure, preferred
2. Experience as head coach or athletic director, preferred
3. Current CPR certification, AED certification preferred and sports medicine training certification
4. Such alternatives to the above qualifications as the Superintendent may find appropriate

Reports to: **Superintendent or designee**

Job Goal(s): To provide supervision and leadership in maintaining and developing athletic programs in order to provide maximum opportunity for boys and girls to participate. Monitor effectiveness of athletic programs and strive to improve them.

ESSENTIAL RESPONSIBILITIES:

1. Assists the High School Principal, under the regulations of the League and the Ohio High School Athletic Association, in the formulation of policies, governing the scope of the Athletic Department.
2. Acts as supervisor of coaches and assists the Principal in the assignment and evaluation of their respective duties.
3. Interviews and recommends coaches for hire.
4. Observes and evaluates coaches for contract recommendations.
5. Attends athletic activities for the purpose of supervision and evaluation.
6. Orders, maintains inventories, cleans and stores all athletic equipment.
7. Maintains a budget for the Athletic Department in accordance with Board policies.
8. Coordinates accounting, banking, tickets, purchase orders, and deposits for athletic events and Pay-to-Participate in accordance with State Auditor requirements.
9. Coordinates athletic awards and develops appropriate award programs for approved sports.
10. Coordinates and supervises the interscholastic program of the middle and high schools.
11. Scheduling facilities for all high school and middle school athletic events.
12. Schedules all games or athletic events and contracts officials.
13. Coordinates the calendar of athletic events to insure harmonious scheduling of the many Three Rivers teams.
14. Ensures that facilities are prepared for games or meets.
15. Schedules team transportation when needed.

Athletic Director

16. Receives and accounts for all medical and consent forms for student participation.
17. Ensures that health insurance is offered to all school athletes, administers the insurance program covering all school athletes, and is responsible for all processing of reports and claims.
18. Files all necessary state forms by deadlines, keeps necessary records and sends required eligibility forms as necessary.
19. Determines all aspects of the eligibility of student athletes and communicates their status to parents and school staff.
20. Supervises:
 - a. The maintenance of scoreboard and P.A. system.
 - b. The securing of police, rescue squad, team physician, and team transportation.
 - c. Workers for all games and events.
 - d. Arrangements for visiting teams.
 - e. Special ceremonies at appropriate games.
 - f. Awards programs and pre-season parent/athlete meetings.
21. Attends pertinent local, league, district, regional, state, and national level meetings on interscholastic programs and reports to Superintendent and Principal.
22. Coordinates with league officials to insure officials are assigned for all athletic contests.
23. Keeps informed of and adheres to O.H.S.A.A. and league rules and regulations.
24. Ensures that all coaches and volunteers have appropriate sports medicine and CPR training and background checks.
25. Supervises and guides coaches and volunteers as to their responsibilities to the school, athletic department and for their own professional development.
26. Controls and maintains passes and keys.
27. Works cooperatively with the Athletic Booster organization.
28. Carries out other appropriate duties assigned by the Superintendent and/or Principal as related to this job description.
29. Ensures that coaches report scores and statistics to media and league as appropriate.
30. Maintains team and individual records and statistics.

ANCILLARY RESPONSIBILITIES:

1. Other duties as assigned by the high school principal and/or superintendent.

Terms of Employment

Length of contract and compensation will be determined by the Board of Education

The employee shall remain free of any alcohol and non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Athletic Director

Evaluation

Performance of this position will be evaluated in accordance with provisions of the Board of Education's Policy on the Evaluation of Professional Personnel and will be completed by the Superintendent or designee.

[BOE approved: May 12, 2009]

I acknowledge receiving a copy of the Three Rivers Local School District **Athletic Director** job description.

Employee signature

Date