CERTIFIED JOB DESCRIPTION

TITLE: ATHLETIC DIRECTOR

PRIMARY SUPERVISOR: Director of District Operations

APPOINTMENT: Athletic Directors shall be appointed annually, upon the recommendation of the Principal to the Superintendent.

QUALIFICATIONS:
1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:
Shall have the ability to sit, stoop, possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:
The primary responsibility of the Athletic Director is administration and supervision of the school district's athletic programs, which will include all high school, middle school and intermural sports within the Fleming County School District. He/she is the principal's liaison for athletics and shall participate fully in the employment of coaches at his/her assigned school.

GENERAL DUTIES and PERFORMANCE Responsibilities:
1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.

SPECIFIC DUTIES and PERFORMANCE Responsibilities:
1. Shall organize and administer the overall program of extracurricular athletics, both intramural and interscholastic, for the district.
2. Shall provide leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
SPECIFIC DUTIES and PERFORMANCE Responsibilities: (Continued)

3. Shall foster good school-community relations by keeping the community informed in all aspects of the districts athletic programs.
4. Shall assists head coaches in the organization and scheduling of all interscholastic athletic events.
5. Shall arrange transportation for athletic contest participants.
6. Shall hire officials, team physicians, and security as required, and assumes general responsibility for the proper supervision of home games.
7. Shall arrange provision for meals for athletes and coaches when requested to do so by the head coach.
8. Shall develop and place into operation appropriate rules and regulations governing the conduct of athletic activities both elementary and secondary schools.
9. Shall establish the physical and academic requirements of eligibility for participation in each sport, and verifies each athlete’s eligibility.
10. Shall work with the principal in preparing and administering the athletic program budget.
11. Shall requisite, in cooperation with appropriate staff members, supplies, uniforms, and equipment for athletic programs.
12. Shall supervise the cleaning, storage, and care of all athletic equipment.
13. Shall supervise all ticket sales and fundraising events connected with the athletic program, and assume responsibility for proper handling and accounting of moneys involved.
14. Shall arrange all details of visiting teams’ needs, including lodging, meals, towels, gymnasium services, and field assistance as appropriate when authorized to so by the principal.
15. Shall make all necessary arrangements for the use of non-school playing fields and facilities.
16. Shall oversee the fairness of practice schedules as they relate to available time on the fields and in the gymnasiums.
17. Shall provide for the physical examination of all athletes prior to the beginning of each season.
18. Shall keep records of the results of all junior and senior high school athletic contests, and maintains a record file of all award winners, stating the date and type of the award, including athletic scholarships.
19. Shall plan and supervise an annual recognition program for school athletes.
20. Shall perform other duties as related to the position as assigned by the Principal.
21. The athletic director is the direct supervisor of ALL coaches.
22. Shall be responsible for the actions of each coach under his/her supervision and shall hold coaches responsible for their actions.
23. Shall have the responsibility to recommend the discipline of coaches that do not perform their duties as requested. Discipline can mean suspension of coaching duties as well as a recommendation for dismissal of coaching duties. The athletic director and the principal shall work with the Human Resources Department of the school system to address discipline situations for coaches as set forth by personnel policies, procedures and laws.
24. Will be responsible for all cancellations and make-up of the athletic contest because of weather in accordance with the superintendent’s directive for school cancellation because of weather conditions. This includes the Intramural Programs at throughout the school district.
25. Shall assure that ALL athletic contest held at his/her school are properly supervised, security provided, officials are secured and that the facility is ready for the sport’s activity to take place.

26. Shall make reports of the physical conditions of the athletic facilities at his/her school location to the principal and send the request for needed repairs, etc. to the Director of Facilities for Fleming County Schools. This shall also include capital improvements to the athletic facilities

27. Shall attend all state, regional and conference meetings of the Kentucky High School Athletic Association.

28. Shall compel all coaches under his/her supervision to follow all policies and procedures of the Fleming County Board of Education.

29. Shall develop a checklist for all sports equipment with a rating scale of Excellent, Good, Fair and Poor. This rating scale will assist the director and principal in making decisions for replacement of athletic equipment.

DAYS OF EMPLOYMENT: extra service duties

SALARY: Commensurate with the school district’s Extra Service Increment Salary Schedule.