

PLUMMER-WORLEY JOINT SCHOOL DISTRICT NO. 44

Equal Opportunity Employer

Job Description

Job Title: Athletic Director

Reports to: Building Principal
Compensation: Annual Stipend
Number of Days: 10 Months
Overtime Status: Exempt
Date Job Revised: May 12, 2010

Position Summary: The Athletic Director shall be responsible for the organization and operation of the district athletic program within the framework of the existing policies and procedures of the PWSD, rules and procedures of the Idaho High School Activities Association, and the laws of the State of Idaho, and the United States of America. The Athletic Director shall use leadership, supervision, and administrative skills to facilitate programs that provide young people with worthwhile learning experiences, physical training, and examples of good sportsmanship and character.

Essential Qualifications

Education:

- Idaho teaching certificate endorsed for teacher preferred
- Strong background in coaching, mentoring coaches and knowledge of the rules and regulations of the Idaho High School Activities Association.

Specialized Knowledge, Licenses, etc:

- Excellent organizational, leadership, public relations, and verbal and written communication skills
- Knowledge of coaching standards, sports medicine, and/or first aid certification
- Proven ability to work collaboratively with staff members, motivate coaching staff and students to achieve excellence, and build strong relationships with students, staff, parents, and community
- Ability to maintain confidentiality
- Ability to model and enforce good sportsmanship and character.

Experience:

- Minimum of five years experience managing an athletic program preferred
- Experience working successfully with a diverse group of students.
- Proven ability to work under pressure and meet deadlines

Health

- Good physical health. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, hear, stand, walk, run, demonstrate skills, and reach with hands and arms. Specific vision abilities required include close vision and the ability to adjust focus.

Primary Duties and Responsibilities:

1. Responsible for administering all interscholastic policies and procedures within the confines of the rules and regulations of the IHSAA and the PWSD Eligibility Policy.
2. Interprets board policy to the extent necessary to provide guidance for the students and coaches under his jurisdiction.
3. Schedules all athletic events including contracting with all opposing schools for each home contest.

4. Arranges transportation and lodging for all activities through staff at the district level.
5. Contracts officials for all home events.
6. Assumes the responsibility for providing ticket takers and other game personnel (chain gang, announcers, timers, etc.) necessary for all home events.
7. Assumes responsibility for communication with the building secretary regarding all events, payment of officials, etc.
8. Coordinates athletic events with the school's master calendar.
9. Works with the high school principal to coordinate use of school athletic facilities by groups outside the school.
10. Responsible, along with the principal, for the cancellation or postponement of events due to adverse weather conditions.
11. Schedules all awards ceremonies and banquets and assumes general coordination of those events, including preparation of certificates and purchasing of medals, trophies, plaques, etc.
12. Assumes responsibility for the purchase and dissemination of all first aid and other medical supplies used in athletic programs.
13. Assumes responsibility for public relations within the community including newspaper and radio coverage of athletic events.
14. Assists in screening and hiring of all athletic personnel.
15. Observes coaches sufficiently in order to make recommendations to the principal regarding coaching assignments.
16. Resolves conflicts that may develop from time to time within the ranks of the athletic department.
17. Works as a liaison between the administration and the coaching staff.
18. Supervision of high school events along with the principal.
19. Prepare facilities for athletic events such as set up gym for girls and boys basketball and girls volleyball with score table, bleachers, ticket taker table, and locker rooms. Prepare for football games by setting up ticket booth and prepare for track by assisting coaches with necessary duties. Communicate with appropriate class advisors to assure concessions are available at all events.
20. Request all cash boxes needed for event gates and concessions.
21. Secure cash boxes after events according to school procedures.
22. Oversee facility clean-up such as high school gym, locker rooms, hospitality rooms, and outdoor fields and facilities.
23. Prepare programs for all athletic events.
24. Communicate with transportation supervisor regarding busing needs for away games and schedule all departure times for athletic events after meeting with administrators and coaches.
25. Represents the school in all conference and state athletic meetings.
26. Constantly evaluates the athletic program and seeks ways for improvement.
27. Monitor each student's eligibility to participate according to IHSAA rules and district policy. Secure IHSAA approval for transfer students.
28. Meet with and provide formal written evaluation of all coaching positions in collaboration with principal.
29. Conduct coaches meeting at the beginning of each year to communicate IHSAA and district's rules, regulations, and policies.
30. Arrange for team pictures for league, district, and state tournaments.
31. Ensure each sport has an up to date team roster and that it is sent to all participating schools and the IHSAA.
32. Keeps immediate supervisor informed of activities and pending issues.
33. Coordinates with coaches and principal to determine uniform and equipment needs, ordering when necessary. Requires coaches to maintain an accurate inventory and to check in uniforms and equipment at the end of each sport.
34. Monitor receipt of pay-to-play fees to ensure that payment is received in a timely manner before an athlete competes in a game or match.
35. Provide security for visiting teams and officials.
36. If unable to attend an event the athletic director is responsible to find a substitute to oversee the activity.

37. Provide appropriate information to the IHSAA to ensure compliance with all state rules and/or programs and for the benefit of students.
38. Adheres to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education.
39. Perform other duties as assigned or necessary to maintain a positive and smooth running athletic program.

EVALUATION: Performance of this position will be evaluated periodically by the building principal in conformance with district policy.