

TITLE: ATHLETIC DIRECTOR

REPORTS TO: High School Principal

DIRECTED BY: Building Principals

DIRECTS: The high school and middle school athletic programs.

JOB GOAL: To maintain and further develop high standards of extra-curricular participation, athletic competition, sportsmanship, and advising. The school district's philosophy and established objectives, rules and regulations related to the extra-curricular programs and the educational best interest and physical well-being of participating students are to be administered.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

PERFORMANCE RESPONSIBILITIES:

Event Management

1. Coordinate all pre-game and half-time activities.
2. Inform visiting teams and officials of the pertinent details of their participation: time schedules, dressing facilities, etc.
3. Provide printed programs for all high school and middle school home football, basketball, volleyball, etc. events.
4. Carry out hosting duties of WIAA seeding meetings and tournaments as needed.
5. Attend an absolute minimum of half of all home high school athletic events.
6. Secure and organize adequate personnel to conduct and supervise all home high school and middle school athletic events, i.e. scorekeepers, timers, ticket takers, crowd control, etc. Provide written confirmation of who is assigned these duties.
7. Provide weekly breakdown of events (home and away) to administration and other necessary personnel.

Supervisory

1. Ensure that all eligibility rosters are completed and filed in an appropriate manner.
2. Responsible for overseeing the scholastic achievement of all extra-curricular student participants and removing students from participation if scholastically ineligible as outlined in the Extracurricular Code.
3. Investigate violations of the extra-curricular code and deal appropriately with any infractions as defined by the Extracurricular Code Handbook.
4. Hold an annual coaches and advisors meeting in the summer which will include review of the extracurricular code handbook. Ensure the minutes of these meetings are recorded and submitted to the High School Principal.
5. Hold coach training meetings, on a quarterly basis.
6. Enforce and interpret all athletic regulations as specified by the WIAA and Athletic Conference.

7. Responsible for budgeting, ordering, and receiving, all athletic and extracurricular equipment and supplies.
8. Assists the principal in the supervision of extra-curricular school activities and activity funds.
9. Responds to personnel issues for the purpose of clarifying issues and implementing actions to address needs.
10. Interacts thoughtfully and respectfully with students, staff and parents and resolves conflict in a professional manner.
11. Appropriately maintains and secures confidential records and inquiries.
12. Professionally represents the school and the District in interactions with parents, community, staff and students.
13. Maintains appropriate certifications and training hours as required.
14. Oversee and insure proper documentation and reporting of all injuries during students' sports and/or extracurricular activity.
15. Collect a written season report from all head coaches at the conclusion of each season. The report should include: who letters, win/loss and other records, final scores, team awards or honors, recommendations for future seasons, etc.
16. Require that each head coach conduct a thorough annual inventory of gear and equipment and submit it to the Athletic Director's office.
17. Conducts student-athlete evaluations of coaches, prepares report, and submits it to the High School Principal. Submit a written evaluation and annual recommendation for all varsity coaches to the High School Principal.
18. Submit to the administration a yearly written summation of the progress and status of the athletic department; include suggestions and recommendations for future programming.
19. Serves as chair of the committee that interviews and recommends coaching personnel.
20. Adheres to the coaching handbook.
21. Supervise all athletic facilities; and recommend to the principal any immediate/long term maintenance or repair problems that need attention.

Facility and Scheduling Management

1. Update and maintain the District Calendar as appropriate for athletic activities.
2. Oversee, coordinate and schedule community utilization of the school facilities.
3. Coordinate all high school and middle school practice schedules.
4. Assign all officials for sports not assigned by the conference commissioner.
5. Assume responsibility of rescheduling contests cancelled because of inclement weather or other events which may cause cancellations.
6. Work with coaches and advisors to establish dates for recognition events.
7. Oversee and be accountable for the district bus transportation schedule for all athletic and co-curricular trips and work with the contracted supervisor of transportation in the implementation of the schedule.

Miscellaneous

1. Develop schedule posters/pocket schedules/building and district newsletters and social media information as needed for use in publicizing all school activities.
2. At the request of the District Administrator/Building Principal, represent Altoona at Athletic Conference, WIAA, and other meetings as may be appropriate and provide summaries of matters discussed and changes to rules and regulations as necessary.

3. Serve as a liaison between the various axillary booster groups and Altoona athletics and extra-curriculars.
4. Attend booster meetings and provide summaries to the administration of matters discussed.
5. Maintain and keep updated the Athletics' website.
6. Will be involved in communication to businesses and/or individuals to procure donations for improved or new facilities, and/or equipment.
7. Perform additional duties and/or assignments that the District Administrator/ Building Principal sees as necessary or appropriate.

CONDITION OF EMPLOYMENT: In the first year of employment in the position, attend the WADA Summer Institute and complete LTC 501 and 502 online courses within the first two years of employment in the position.

TERMS OF EMPLOYMENT: 205 Contract Days

EVALUATION: Done annually by the District Administrator or designee.

Adopted: 01/24/18