

Paris Cooperative High School

JOB DESCRIPTION

Position Title: Athletic Director

Department: Athletics

Reports To: Principal

FLSA Class: Non-Exempt

Effective Date: 09/01/2023

SUMMARY

The primary function of the Athletic Director is to manage and oversee the District's interscholastic athletic program and promote the development of each student who participates in the program. This position ensures that the overall operation of the athletic department adheres to established Board of Education policy.

DUTIES

1. Prepares and administers the athletic budget in conjunction with the guidelines established by the Principal and Board of Education.
2. Submits purchase requisitions to the Principal.
3. Approves clinic and contest requests with administrative approval.
4. Secures all personnel required to host athletic events.
5. Attends home and away contests as assigned by the Principal.
6. Manages the schedules for all levels and gets input of the head coach in each sport.
7. Schedules all varsity sports at least one year in advance.
8. Arranges the printing and distribution of all schedule cards and team sport programs.
9. Collects eligibility reports and notifies students and their coaches of their athletic ineligibility.
10. Prepares game contracts for all athletic contests.
11. Conducts post season conferences with each head coach. Topics to be discussed include program strengths, weaknesses, suggestions for improvement, and discussion of each assistant coach's performance. A summary of this conference shall be shared with the principal.
12. Makes all arrangements for the sports banquets in conjunction with the head coach.
13. Makes arrangements for awards for teams and individuals at sports banquets.
14. Acts as school representative at the Booster Club meetings.
15. Checks that all coaches are in compliance with training requirements.
16. Arranges, coordinates, and collects all physical examinations and insurance waivers prior to the beginning of each sports season. Notifies all coaches of students who are unable to practice due to a lack of physical or an insurance waiver or injury.
17. Participates in the interview of coaching candidates and makes recommendations for employment.
18. Makes recommendations for changes in the Extra-Curricular Code as needed.
19. Enforces the Extra-Curricular Code in conjunction with the Principal.
20. Plans and coordinates athletic practice and game master calendar in conjunction with coaches and administration.
21. Sells and coordinates advertisements for scoreboards.
22. Helps coordinate maintenance of athletic venues and equipment as appropriate.
23. Collects inventory from coaches at the end of each year.
24. Keeps administration informed of any issues of interest or concern regarding athletic program.

25. Coordinates gym, building and athletic field use with the District Office and maintain the district building use calendar.
26. Coordinates gym use for practices and games and give final clearance for the use of either the gym or the athletic field.
27. Coordinates the maintenance program for facilities and fields (including mowing, seeding, weeding, and lining) with advisement from the Superintendent and Maintenance Supervisor.
28. Assumes overall responsibility for the proper supervision of home games, ticket sales, and the proper handling and accounting of all monies involved.
29. Coordinates the hiring and paying of officials, team physicians, athletic trainers, and emergency personnel.
30. Performs other duties consistent with the position as assigned by the Principal or Board of Education.

QUALIFICATIONS

1. Previous experience with athletic programs and/or recreational programs.
2. Effective interpersonal and leadership skills.
3. Experience facilitating communication between divergent groups and in group decision making.
4. Effective administrative and management skills, including the effective utilization of computers, technology, and information management tools.
5. Ability to maintain good working relationships with fellow employees, parents, and students.
6. Enforce school regulations and policies in a professional manner.
7. Adaptability to performance of duties without loss of efficiency or composure.
8. Ability to accept responsibility for direction, control, or planning of an activity.
9. Adaptability to dealing with people beyond giving and receiving instructions.
10. Adaptability to making of generalizations, evaluations, or decisions based on sensory or judgmental criteria.
11. Ability to lift and carry up to 50 lbs.
12. Ability to facilitate delivery of materials and equipment to appropriate sites.

SCHEDULING

The work hours for this position will vary based on season and scheduling.