



### ATHLETIC DIRECTOR

#### **GENERAL PURPOSE**

This position is responsible for providing leadership and managing the athletic program at an assigned school. Position trains and mentors coaches assigned to the school and assists in their supervision. Position schedules and coordinates athletic events, practices, and related activities ensuring the effective utilization of staff and resources, and assists administration in the development and maintenance of a wholesome and balanced athletic program.

#### **ESSENTIAL JOB FUNCTIONS**

- Operational personnel, facilities, transportation, officials, promotions, and equipment.
- Monitors conditions of field and grounds.
- Provides supervision and crowd control for home and away athletic events as appropriate.
- Provides orientation of athletic staff regarding policies and procedures governing the athletic program including district, regional, and state regulations.
- Assists in recommending potential athletic staff members.
- Ensures that athletic coaches and staff comply with the Fair Labor Standards Act and monitors the working hours of the athletic coaches and staff.
- Maintains complete records on the athletic program including eligibility lists, insurance lists, equipment inventories, awards, rosters, finances, physicals, event records, etc., and prepares and submits reports required by the principal, superintendent of schools, the State Department of Education, and the Virginia High School League.
- Administers the finances of the athletic programs for the school including supervising the purchase and maintenance of athletic equipment and ensures athletic event receipts are deposited.
- Acts as liaison between principal and coaching staff.
- Serves as a liaison between coaches and parents.
- Attends district, regional, and state athletic meetings as appropriate.
- Attends continued educational opportunities for the profession (such as leadership training classes from the National Interscholastic Athletic Administrators Association).
- Coordinates athletic activities offered at the high schools and middle schools.
- Models nondiscriminatory practices in all activities.
- Performs other duties as assigned.

**WORKING CONDITIONS**

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise and sound levels in the work environment are usually mild.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 stand, walk, use hands and fingers, handle, feel, talk or hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is occasionally required to walk. The employee may occasionally need to lift and move up to 20 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.*

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

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Employee Signature

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Date

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Supervisor (or HR) Signature

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Date