

Job Description - Athletic Director

Division: District
Department: School buildings
Immediate Supervisor: Building principals

General Duties: To provide each student in grades 7 through 12 an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, and a knowledge and understanding of the pleasures of sport, and the principals of fair play.

Essential Requirements

- A. A valid Oregon teaching license.
- B. Degrees and area of study as required by Oregon licensure.
- C. A licensed employee of the district.
- D. Prior job-related experience will be considered but is not required.
- E. Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.

Essential Responsibilities

- A. Organizes and administers the overall program of extracurricular athletics for the building.
- B. Provides leadership in the selection, assignment and evaluation of coaches.
- C. Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.
- D. Hires officials, team physicians and policemen as required, and assumes general responsibility for the proper supervision of home games.
- E. Arranges provisions for meals for athletes and coaches when opponent is considerable distance from a district boundary line.
- F. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
- G. Prepares an athletic budget for the entire sports program.
- H. Requisitions program supplies and equipment.
- I. Supervises all ticket sales and fund-raising events of the athletic program, and assumes responsibility for proper handling of funds.
- J. Arranges all details of visiting teams' needs, including lodging, meals, towels, gymnasium services and field assistance, as appropriate.
- K. Arranges field and gym practice schedules.

- L. Provides for the physical examination of all athletes prior to the beginning of each season in accordance with district policy.
- M. Keeps records of the results of all athletic contests, and maintains a record file of all award winners, stating the date and type of award, including athletic scholarships.
- N. Directs an in-school extracurricular program designed to foster support for the athletic teams and to create spirit among nonparticipants.
- O. Plans and supervises all recognition programs for school athletes and coaches.
- P. Serves as a communication link between the coaches and administrators.
- Q. Keeps informed and operates in conformity with the rules and regulations of the Oregon School Activities Association.
- R. Familiarizes all coaches with procedures for obtaining the services of a doctor and provides for first-aid treatment of injured athletes.
- S. Provides coaching clinics and meetings for all sports for which it is necessary or desirable.
- T. Performs other duties as directed by the superintendent.

Evaluation

Performance of this job will be evaluated in accordance with provisions of the superintendent.