

Job Locator: I-2.1.11
Athletic Director
Position Grade: Teacher Salary Schedule
Evaluated By: School Principal

Job Description:

The Athletic Director is responsible for reporting directly to the school principal for the implementation and monitoring of the overall athletic program of the school.

Responsibilities and duties of this position include:

1. Attend all FHSAA meetings/trainings as well as all district or school meetings regarding school athletic programs (i.e., rules clinics, scheduling meetings, etc.)
2. Conduct the athletic program of the school in accordance with rules of the school, the district and the FHSAA.
3. Assist in the supervision and monitoring of the athletic program.
4. Coordinate supervision at home athletic events.
5. Assist the school principal in the hiring and evaluation of athletic coaches and the coaching staff.
6. Prepare an ongoing plan of facility improvements and repairs of the athletic facilities.
7. Oversee the inventory of athletic equipment and supplies, prepare bid specifications and purchase orders for athletic department expenditures.
8. Establish and maintain a cooperative working relationship with local recreational programs and junior high schools.
9. Maintain a cooperative working relationship with colleges and universities in the recruitment of student athletes.
10. Actively promote the athletic program of the school through various mediums and promote sportsmanship.
11. Help coordinate transportation for the athletic programs.
12. Direct the promotion, sale of tickets and fundraising events of the athletic programs and assume responsibility for receipts and deposits of athletic funds with the school business office in accordance with established district and state procedures.
13. Ensure coaches make the necessary arrangements for field and gym practices and handle the logistics for visiting teams if necessary.
14. Administer the athletic eligibility reports to the Florida High School Athletic Association.
15. Assist coaches in monitoring participants' progress in academic and school life and provide counseling and tutoring assistance where appropriate.
16. Coordinate the planning and organization of individual or school Booster Clubs, aware banquets/ceremonies, etc.
17. Assist in the scheduling of all interscholastic contests and preparing game contracts.
18. Coordinate and supervise all radio and television broadcasts, as well as the public address system operation at the various athletic events.
19. Maintain a file of all athletic suspensions/expulsions; insurance documentation; physicals, and other required forms by the FHSAA.
20. Review and make recommendations to the school principal pertaining to athletic policies and disseminate the information to the coaches, parents and students.
21. Develop and monitor equity plans for the athletic programs as necessary.
22. Perform other such duties as requested by the school principal.

Required Qualifications:

1. Bachelor's degree or higher.
2. Valid Florida teacher's certificate.
3. Ability to perform the functions of the position.

Desired Qualifications:

1. Previous successful experience as a coach preferred.
2. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students, parents and the school staff.
3. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, governmental regulations, etc.
4. Ability to define problems, collect data, establish facts and draw valid conclusions.