

Chittenden Central Supervisory Union Job Description

JOB TITLE:	Athletic Director
FLSA STATUS:	Non-exempt
UPDATED:	July 20, 2007

POSITION OBJECTIVES: To provide leadership and direction for all athletic programs for the purpose of providing each enrolled student the opportunity to participate in athletic activities that will foster enjoyment, physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of the sport and the principles of fair play.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Leadership

Evaluation and Development

- Develop and maintain records of evaluation and development system for coaches.
- Evaluate head coaches, administrative assistant, and athletic trainer annually.
- Supervise head coaches in evaluation of assistants and/or lower level coaches and volunteers.

Event administration

- Provide and oversee personnel: site administrator, timers, scorers, announcer, security, ticket takers, crowd control, parking attendants, police, and security.
- Oversee facility set-up and breakdown.
- Prepare rosters, announcements, music and intermission activities.
- Provide suitable crowd control, with emphasis on positive sportsmanship.

Personnel

- Hiring, evaluation and dismissal of coaches (head, assistant, varsity, junior varsity, freshman and volunteer).
- Issue and maintain records of contracts.
- Appoint student activities advisors: issue and maintain records of contracts.
- Hire event personnel (scoreboard, announcer and police, etc.) as needed.
- Maintain valid coach certification.
- Arrange for and administer Bloodborne Pathogens training for all coaching staff consistent with CCSU policy and Federal OSHA regulations.
- Distribute and review the coaches guide with all the coaches and enforce compliance with such.
- Inform coaches of professional development opportunities.

Public Relations

- Annual pre-season parent/athlete meetings.
- Prepare and present athletic department presentation at school report night.
- Communicates/collaborates effectively with parents concerns by phone and/or in writing.
- Prepare, maintain, publicize and distribute Athletic/Activities Digest.
- Communicate with media regarding appropriate publicity for athletic teams.

Vermont Principal's Association

- Host VPA events as needed and appropriate.
- Oversee adherence to all VPA regulations.
- Complete VPA applications, surveys and questionnaires as required.
- Prepare VPA playoff applications for all sports.
- Complete required paperwork for exchange students and home-schoolers.

- Complete annual participation summary.
VSADA (Vermont State Athletic Directors' Association)
- Attend bi-monthly meetings and annual conference.

Management

Athletic Booster Club

- Attend monthly meetings.
- Act as liaison between Boosters, school, and teams.
- Assist and advise Boosters with respect to fundraisers, department needs and proposed expenditures.

Communication

- Frequent email, telephone and personal contact with main office, other schools, VPA, coaches, students, teachers, maintenance dept., officials, parents, principal/administration, superintendent, human resources, school board, event personnel, photographers and media.

Equipment

- Supervise all ordering, maintenance, distribution, collection, and storage of athletic equipment.
- Maintain accurate inventory of uniforms and equipment.

Facility maintenance and preparation

- Work with maintenance to maintain safe, clean, professional facilities (fields, gymnasium, track, tennis courts, locker rooms, wrestling room, weight room, training room, laundry room and storage areas), including mowing, lining, cleaning, repairs and construction.
- Arrange for periodic treatment of athletic fields, including seeding, fertilizing, weed control, and sod.
- Maintain and periodically evaluate and/or repair athletic facility scoreboards.
- Coordinate, along with maintenance department, indoor and outdoor facility rentals by non-school organizations, and use by school organizations.

Officials

- Procure officials for home events via commissioner, assigners, or independently.
- Pay officials.
- Inform officials regarding event rescheduling.

Scheduling

- Schedule all interscholastic athletic contests.
- Attend 3 annual NVAC scheduling meetings.
- Publish and disseminate schedules, including posters and schedule cards.
- Schedule use of gymnasium, athletic fields, cafeteria, auditorium, weight room wrestling room and classrooms during non-school hours.
- Oversee scheduling of fundraisers for athletics, student activities, and Boosters.

Transportation

- Arrange and schedule transportation for all away contests. This can include school buses, vans, and cars.
- Sign student/parent notes when students travel by car.

Web Page:

- Develop and maintain athletics and student activities web pages.

Yearbook photographs

- Provide for photographing of all athletic teams, captains and coaches.
- Provide identification of photographs.

Curriculum, Instruction and Assessment

Academic Eligibility

- Develop and publicize academic eligibility policy for athletics and student activities.
- Check participant's eligibility each marking period.

- Communicate with students, parents, coaches and advisors as needed regarding violation of academic eligibility policy.
- Maintain current and accurate eligibility rosters for each sport and activity.

Activities

- Supervise advisors of student activities: select advisors, advise board as to position on stipend scale and administer contracts.
- Add and drop activities based on student interest and/or resource availability.

Athletic Training Rules

- Develop, publicize, and periodically review athletic training rules for athletics and student activities.
- Inform students and/or parents regarding violations.
- Investigate violations: including working with police, coaches, students, administrators, and parents.
- Enforce rules consistently.
- Meet with parents to hear questions, comments and criticisms.

Attendance

- Develop, maintain and enforce attendance policy for students in sports and activities.

Awards

- Provide athletic letters, pins and certificates to participants.
- Oversee head coaches in establishing appropriate letter award policies by sport.
- Prepare 3 and 4 year awards.
- Honors Night - manage coaches' meeting to select award winners, present awards to winners.
- Nominate students for appropriate league, NVAC, state, regional and national awards.
- Nominate and recognize coaches for awards.

Philosophy and objectives

- Develop, maintain and communicate athletic program philosophy and objectives.

Student Records

- Maintain accurate student records regarding participation in sports and activities.
- Work with IT dept. to generate necessary SASI reports.

Budget Management

Fundraising

- Oversee and schedule fundraising for sports and activities.
- Maintain accurate records and appropriate spending of fundraised money.

Budget

- Prepare athletic team budgets in conjunction with head coaches and administrative assistant.
- Prepare athletic department budget based on needs and available resources.
- Submit budget to Principal.
- Make cuts and changes to budget as required.
- Maintain accurate records of all income and expenditures.
- Transfer funds within budget as needed and permitted.

SUPERVISION RECEIVED:

Reports to and evaluated by the School Principal.

SUPERVISORY RESPONSIBILITIES:

Responsible for the hiring/firing, supervision and evaluations of all athletic department personnel, including Administrative Assistant, Athletic Trainer, all coaches (head, assistant, varsity, junior varsity, freshman, and volunteer).

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Must hold a master's degree, or its equivalent, in education or other appropriate discipline such as, but not limited to: athletic training, physical education, exercise physiology, health, or other related fields plus 5 years of relevant experience.
- **Certifications and Licenses.** Valid Vermont Professional Educator's License (Level II preferred) with a Supervisors or Principals endorsement. Valid Vermont driver's license preferred.
- **Language Skills.** Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, students, regulatory agencies, or members of the school community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to administrators, public groups, and school boards.
- **Mathematical Skills.** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Reasoning Ability/Mental Requirements.** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.
- **Communication & Interpersonal Skills.** Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

PHYSICAL EFFORT AND STRESS. Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to reach with hands and arms, stoop, kneel and crouch. The employee must occasionally lift and/or move up to 100-150 lbs. with assistance when needed. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Ability to effectively handle stressful situations and resolve conflicts.

WORKING CONDITIONS:

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate to loud.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.