

ATHLETIC DIRECTOR

POLICY 10030

TITLE: Athletic Director

QUALIFICATIONS: Certification as a secondary level administrator preferred; however, experience in and knowledge of the operation of an athletic program is the primary qualification.

REPORTS TO: Directly to the High School Principal; however, as a practical matter there are occasions in which the Superintendent will be directly supervising the Athletic Director, in conjunction with the Principal.

SUPERVISES: Directly supervises head coaches and activity supervisors.

JOB GOAL: To provide leadership to the school athletic programs.

RESPONSIBILITIES:

1. Administer and coordinate the entire athletic program. Operate said program under the rules and regulations of the Fairfield Union Board of Education, F. U. Athletic Board, and the Ohio High School Athletic Association.
2. Supervise all contracts for interscholastic games to eliminate conflicts and maintain a proper balance in all sport areas.
3. Supervise all coaches to ensure that they enforce all regulations and meet all responsibilities with which they are charged.
4. Be responsible, along with the appropriate building principal, for scheduling of athletic facilities.
5. Maintain a proper playing condition for all sports involved, i.e., PA system, preparation of playing areas, scoreboard, etc. Seeing that physical facilities are ready for home games or contests, i.e., liming the football field, bleachers up in position, grass mowed, bleachers out in gym, etc.
6. Supervise the equipping of all teams.
7. Ensure that all coaches assume responsibility for making, issuing, collecting, and storing all athletic equipment. Maintain and file a current inventory of equipment and uniforms for each sport. Inventories must be submitted by each coach to the Athletic Director after the completion of that sport.
8. Secure contracts for contest officials from those qualified and registered by the Ohio High School Athletic Association
9. Prepare seasonal and annual financial statements of the Athletic Department to the Athletic Board of Control.
10. Be responsible for purchasing athletic awards according to policy established by the Athletic Board of Control.
11. Be responsible for all plans, including meals and transportation, for away trips.
12. Maintain a file of awards and records.

13. Present requests to the Fairfield Union Athletic Booster Club as prepared by the varsity head coaches for all sport areas. The Athletic Director shall attend meetings of the F. U. Athletic Boosters and serve as the official school spokesperson to this organization.
14. Prepare a seasonal report showing game attendance statistics and finances at the conclusion of each sport.
15. Approve the purchase of all supplies.
16. Develop a long-range purchase plan to annually replace athletic equipment and uniforms to avoid an extremely large purchase in any one year.
17. Be responsible for the supervision of all athletic moneys collected and spent.
18. Prepare the annual budget.
19. Maintain a current inventory of equipment, (as submitted by each head coach annually) including the purchase date, reconditioning expense, discarded items, etc.
20. Assist the administration in prompting a program of good conduct and sportsmanship on the part of the athletes and the student body.
21. Send a reminder to workers on duty roster, police, and officials prior to the night of the game.
22. Assist with preparation of eligibility sheets in seeing that all players are eligible to play and that a copy of the eligibility list is sent to the Ohio High School Athletic Association.
23. Serve as athletic department liaison for booster fund raisers.
24. Administer any unforeseen problems involving the athletic program.
25. In conjunction with the appropriate building principal, develop athletic supervisors' schedules for each sports season for grades 7-12.

The Fairfield Union Local School District Board of Education is an Equal Opportunity Employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor and/or appointing authority.

My signature below signifies that I have reviewed the contents of the above job description and that I am aware of the requirements of this position and can perform these duties with or without reasonable accommodation.

Employee Signature

Date

ADOPTED: 08/28/98

REVISED: 04/06/09