



## Fort Cherry School District

### Job Description

<b>Title:</b>	Athletic Director
<b>Overview:</b>	Employee shall manage and oversee the District's interscholastic athletic program
<b>Location:</b>	Athletic Office
<b>Reports to:</b>	High School Principal
<b>Supervises:</b>	Coaching Staff/Volunteers
<b>Coordinates with:</b>	All Administrative and Supervisory Personnel of the School District State and Regional Athletic Associations Local Booster Clubs

#### Essential Duties:

1. Prepare a budget and supervise equipment inventory
2. Secure and file the paperwork for equipment lease requests involving the Athletic Department
3. Prepare a master sports calendar that includes conference and non-conference games/events
4. Coordinate facility use with District Calendar and Building Events for 7-12 athletic programming
5. Work with Transportation Supervisor to schedule all transportation needs related to athletics
6. Arrange travel and overnight accommodations for players or athletic teams (and coaches) competing in postseason competition
7. Seek and recommend suitable competition for all non-conference events/games

8. Schedule all officials for 7-12 athletics and non-conference contests
9. Confirm official's contracts and all non-conference contest contracts
10. Secure game workers for athletic contests, including but not limited to announcers, clock operators, score keepers, line judges, game managers, etc.
11. Submit athletic expense request sheets for payment of officials and other workers
12. Coordinate the collection of rosters for program information as needed
13. Act as a resource person and coordinator for all coaches
14. Assist with administrative supervision at home athletic contests; may use game managers, as applicable
15. Assist in the selection of coaches for the athletic programs
16. Evaluate all athletic programs and personnel on an annual basis
17. Mediate the resolution of problems, issues, and concerns that may arise
18. Provide a channel through which students and the community may express their concerns about an athletic program
19. Provide for in-servicing and training of coaching staff as needed
20. Disseminate PIAA materials and enforce PIAA rules and regulations, including player eligibility (Player eligibility is determined by Building Principal on weekly, semester, and yearly basis)
21. Collect, file, and notify athletes and coaches regarding student eligibility as it pertains to the WPIAL physical cards and athletic code of conduct
22. Collect and maintain on file a properly completed physical card or alternate year physical card for every student participating in athletics
23. Distribute athletic training rules yearly to all athletic participants

24. Collect and maintain on file a signed copy of student letters of intent
25. Administer the school athletic code in a fair and consistent manner that is within the intent of the code
26. Ensure the District adherences to all PIAA and District policies, administrative rules, procedures, and codes relating to the participation in athletics
27. Coordinate the ordering of letter jackets, distribution of letters, chevrons, captain stars, etc.
28. Order post season awards for each program
29. Attend athletic conference meetings, trainings, and state conferences as needed
30. Communicate effectively with all members of the District and Community
31. React to change productively and handle other tasks as assigned
32. Maintain confidentiality
33. Support the mission, vision, and belief statements of the District
34. Any other responsibilities assigned by the Superintendent

### **Qualifications and Skills:**

- Bachelor's degree; Training in area of education and/or sports related field
- Three (3) years of school/coaching/training experience
- Demonstrate working knowledge of Federal, State, and Local rules and regulations related to athletics
- Demonstrate an average working knowledge of technology used by the District
- Demonstrate strong communication skills both verbal and written
- Ability to work well with others and have positive attitude
- Ability to organize, supervise, and set priorities
- Ability to work effectively in a school office setting characterized by frequent interruptions
- Ability to multi-task and exercise good judgment while working in a dynamic environment

- Ability to respond sensitively to common inquiries or complaints
- Ability to work independently and be self-motivated
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations
- Any addition to the above qualifications/skills as be determined by the Board of School Directors/Superintendent

**Terms of Employment:**

Employment obligations will be defined in the employee agreement; such items as work year, workdays, salary, and benefits will be established in accordance with the provisions of the agreement

**Evaluation:**

Job performance will be evaluated at least annually in accordance with the provisions outlined in the employee's agreement