

**TITLE:** Athletic Director, Grade School Sports

**REPORTS TO:** Building Principal

**FAIR LABOR STANDARDS ACT (FLSA):** Exempt. (Administrative/Professional)

**QUALIFICATIONS:**

1. Ability to work with professional staff and to provide information, support, and leadership pertinent to athletic programs.
2. Ability to communicate and work with parents and support groups relative to athletics.
3. Ability to help coordinate and direct the District's athletic programs.
4. Ability to work cooperatively with grade school coaches to ensure continuity of programs.
5. Ability to supervise personnel, including recommendations for evaluation, hiring, dismissal, and discipline.
6. Possess the ability to organize and direct a successful athletic program.
7. ASEP Certified.
8. Such alternatives to the above qualifications as the Superintendent or Board of Directors may find acceptable.
9. Must be proficient in English both oral and written.

**JOB GOALS:** Through leadership, supervisory, and administrative skills to promote the athletic development of each student, coach, supervisor, and athletic program in the middle school.

**ESSENTIAL JOB FUNCTIONS:**

**I. Personal Qualities:**

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

**II. Scheduling/Preparing for Events**

1. Responsible for verifying each athlete's eligibility at the grade school level.
2. Supervises scheduling of grade school athletic contests.
3. Arranges transportation to grade school athletic contests.
4. Schedules facilities for grade school athletics for the grade school.
5. Secures properly trained and experienced officials for all grade school contests.
6. Assures that sites and facilities are prepared and ready for all grade school athletic contests.
7. Prepares schedules for printing.
8. Will arrange for ticket takers and time keepers at appropriate grade school athletic events.
9. Arrange all details of home and visiting teams needs.
10. Arranges the practice schedules for all grade school coaches on the fields and in the gymnasiums.
11. Ensures that grade school contests are properly supervised.
12. Plan and supervise recognition programs for grade school athletes.

13. Assist in the publicity and news releases for all grade school athletic programs.
14. Assumes other duties as may be assigned by the building Principal.

### **III. Budgeting/Ordering/Inventories/Records at the Grade School**

1. Coordinates and submits a budget request needed to meet the requirements of the grade school athletic programs.
2. Coordinates the ordering of materials with coaches, administrators, and sales representatives with the approval of the building Principal.
3. Ensures that adequate and reliable uniform and equipment inventories are taken by coaches immediately following each season.
4. Supervise the cleaning, storage, and care of all equipment.
5. Collects an inventory at the end of each sport season.
6. Requisitions payment for all officials.
7. Keeps records of the results of all grade school athletic contests, and maintains a record file of all award winners, stating the date and type of award.
8. Coordinates budgeting, expenditures, and accounting.

### **IV. Knowledge of Policies and Regulations**

1. Coordinates with coaches the eligibility, insurance, and physical exam forms for each participant.
2. Will enforce all rules of Monroe Grade school as outlined in the Extra-Curricular Activities Handbook, the Student/Parent Handbook, Faculty/Staff Handbook, and the Coaches Handbook.
3. Establishes the physical and academic requirements of eligibility for participation in each sport and verifies each athlete's eligibility, to include assuring that medical and safety requirements are adhered to.
4. Follows all District policies and those contained in the appropriate district handbook.

### **V. Professional Commitment/Development/Improvement**

1. Organizes and runs clinics or other needed grade school coaching or official training sessions.
2. Sets up medical training sessions for grade school coaches.
3. Assist each coach in being responsible for the personal and professional appearance of both the coaches and athletes during both practice and game situations.

### **VI. Interpersonal Skills/Personal Skills**

1. Schedules and plans parent meetings for each season.
2. Maintains communication with and acts as liaison to patron support groups.
3. Will establish and implement a sound philosophical role with coaches.
4. Endeavor to promote the athletic program with positive public relations within and outside the school district.

### **VII. Timeliness**

1. Returns requests for information by the date and time specified.
2. Attends all meetings as required.
3. Arrives on time and works scheduled hours.
4. Notifies the building Principal in the event of illness.
5. Promptly informs the building Principal of problems that need attention.

**VIII. Supervisory Skills/performance**

1. Supervises personnel involved in athletics programs.
2. Supervises the coaches in the cleaning, storage, and care of all athletic equipment.
3. Will direct a successful 7-8 grade program.

**Physical Qualifications:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

**Terms of Employment:** Contract shall be for all three sport seasons, salary and benefits are as negotiated with the Board of Directors.

**Mandatory Child Abuse Reporting**

As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

**Evaluation:** Performance of this position will be evaluated annually.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_