

# ROSSFORD EXEMTED VILLAGE BOARD OF EDUCATION

## JOB DESCRIPTION

Title: **Athletic Director with Administrative Duties**

Reports To: High School Principal, Superintendent

Employment Status: Full Time

Salary:

Qualifications:

1. Current State of Ohio Secondary School Principal's Certificate.
2. Master's degree in Administration and Supervision
3. Valid driver's license and ability to become certified to operate school vans.
4. Successful high school teaching experience desired
5. Varsity Head Coaching experience preferred.
6. Demonstrated management, human relations and instructional leadership skills.
7. Ability to work successfully in a management team configuration
8. Thorough knowledge of the rules and by-laws of OHSAA (Ohio High School Athletic Assn.), policies of the district's athletic board, and its associated conference.
9. Knowledge about and/or willingness to learn the applications of technology that allow for effective communication with parents, students, community members, and the media.

General Description: Coordinate, supervise, and evaluate the total interscholastic athletic program, implement and adhere to the policies adopted by the board of education.

Essential Functions:

### Athletics

1. Works with maintenance staff to ensure that all athletic facilities are maintained.
2. Market athletic venues to garner sponsors.
3. Cooperate with the principal in carrying out and enforcing the Ohio High School Athletic Association rules and bylaws, the policies of the district's athletic board, and it's associated conference.

4. Ensure that all coaches are under contract prior to beginning activities with students.
5. Meet with coaches before the each season to review the athletic handbook and any changes applicable to their respective sports' programs.
6. On-going observations of head coaches engaged in an athletic activity during the season and make recommendations to the high school principal on programs and coaching assignments.
7. With assistance from coaches, prepare and handle all eligibility, and submit same to principal for final examination and signing.
8. Supervise all contracts for interscholastic games to eliminate conflicts and maintain a proper balance in all sports.
9. Coordinate and maintain records for all transportation – athletics, activities and field trips.
10. Secure game officials for all home contests in all sports areas.
11. Supervise and maintain accurate files on physical examinations and other forms prior to practices in all sports.
12. Keep accurate financial records of all interscholastic funds through the district's treasurer, prepare financial reports and provide same upon request.
13. Prepare budgets and purchase orders (for each sport) for equipment and supplies upon request from the head coach and submit same to principal for approval.
14. Keep an inventory of all athletic equipment with the assistance of the coaches and equipment manager. Oversee the purchase, storage, issuing, proper care and disposal of all athletic equipment.
15. Prepare monthly summary report for the board of education and attend all regularly scheduled board meetings.
16. Supervise the administration of the entire interscholastic athletic program (7-12)
17. Supervise, approve and maintain accurate files of all building use requests.
18. Cooperate with administration, coaches and students to promote the best possible athletic program in terms of good conduct and sportsmanship.

19. Procure and supervise all personnel working with the athletic program at the high school. This includes contest supervision of:
  - a. scoreboards,
  - b. P.A. system,
  - c. police supervision,
  - d. transportation of teams,
  - e. arrangements for officials and visiting teams (i.e., rooms, etc.)
  - f. assign personnel for all games (i.e., tickets, ushers, etc.)
  - g. responsible for proper playing condition of field, gymnasium, etc.,
  - h. tickets and gate receipts,
  - i. press box, and
  - j. Parents' Nights.
20. Serve as the school district liaison with the Athletic Booster Club and work with the club for the good of the total athletic program.
21. Evaluating all athletic programs and coaches, and make recommendations to the high school principal on programs and coaching assignments.
22. Coordinate and approve the purchasing of athletic awards; maintain records.
23. Cooperatively, with coaches, plan and complete arrangements for all awards banquets and assemblies.
24. In support of the athletic program, attend as many events as possible or secure a designated representative of the school.
25. Delegate appropriate duties and authority to subordinates while retaining responsibility for all results.
26. Adhere to State of Ohio Sports Medicine policies and regulations.
27. Schedule all events (athletic); reschedule postponements--transportation, officials and practice schedules.

#### Pupil Personnel

1. Promote and help maintain high standards of conduct among students in the high school.
2. Implement Athletic and Activity Code of Conduct, when necessary.

### Administrative

1. Consult with, advise, and provide direction to teachers with respect to problems of classroom management and control.
2. Provide general supervision of the buildings and grounds.
3. Assist the principal in the evaluation and improvement of educational programs.
4. Assist the principal in staff evaluation.
5. Work with advisors in scheduling activities.
6. Evaluate activity advisors.
7. Assist in filling activity positions.

### Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
2. Help instill in students the belief in and practice of ethical principles and democratic values;
3. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the District and
4. Perform other tasks as assigned by the principal and superintendent.

### Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a bus, van, truck, or vehicle under inclement weather.
3. Occasional interaction among unruly children.