

ATHLETIC DIRECTOR

QUALIFICATIONS:

- A valid Oregon teaching license;
- Degrees and areas of study as required for Oregon licensing;
- Prior job-related experience will be preferred but is not required;
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable; and
- Valid First Aid Card, or obtain one within 2 months of employment.

REPORTS TO:

- High School Principal

JOB GOAL:

- To provide each enrolled student of high school age an opportunity to participate in an extra-curricular athletic activity that will foster physical skill, a sense of worth and competence, a knowledge and understanding of the pleasure of sport and the principles of fair play. All of the traits and characteristics listed in this goal can be fostered in an intramural program; however the taxpayers of this State as in all other States in the Union, allow if not encourage our education system to sponsor varsity athletic programs. With a varsity program there is an expectation of winning. The ultimate goal here is to merge the above listed traits and characteristics into consistently competitive athletic programs.

PERFORMANCE RESPONSIBILITIES:

- Organizes and administers interscholastic activities for the high school;
- Assumes responsibility for the organization and scheduling of all interscholastic athletic events;
- Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities;
- Provides leadership in the selection, assignment and evaluation of athletic coaches and staff members;
- Fosters good school-community relations by keeping the community aware of and responsive to the athletic program;
- Attend and assist local booster's club in supporting and promoting athletics in the community;
- Recruit and support volunteers to work with athletic programs;
- Hires officials, medical personnel and policemen, as required, and assumes general responsibility for the proper supervision of home games;
- Prepares and administers the athletic program budget;
- Oversee purchasing and inventory of all supplies and equipment;
- Supervises all ticket sales and fund-raising events of the athletic program and assumes responsibility for the proper handling of funds;
- Arranges field and gym practice schedule;
- Verifies each athlete's eligibility for participation in each sport;
- Insures the physical examination of athletes to meet District Policies prior to the beginning of each season;
- Administers the insurance program covering school athletes and assume responsibility for all processing of reports and claims;
- Arranges transportation for athletic contest participants;
- Arranges provision for meals for athletics and coaches when opponent is considerable distance from a district boundary line;
- Arranges all details of visiting teams' needs, including lodging, meals, towels, gymnasium services and field assistance, as appropriate;
- Work with the *Healthy Opportunities After-school Programs (HOAP)* to facilitate communications and a cooperative nature between the two programs;

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- Keeps records of the results of all athletic contests, and maintains a record file of all award winners, stating the date and type of award including athletic scholarships;
- Plans and supervises and annual recognition program for school athletes; and
- Other duties as assigned by the building principal.

TERMS OF EMPLOYMENT:

Extra Duty contract for one school year only. Contract for the following school year will be issued based on the needs of the District during the subsequent school year.

EVALUATION:

- ◆ According applicable Board policies and procedures.

I have received a copy of this job description.

Signature

Date