

CHARIHO REGIONAL SCHOOL DISTRICT

Job Description



Position Title	Athletic Director
Reports To	Middle/High School Principals and Superintendent
Level/Grade	5-12
Type of position:	<input type="checkbox"/> 12 Month <input type="checkbox"/> 10 Month <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Extra Curricular

Qualifications

- Certification as Athletic Administrator required within three years of appointment
- Secondary Teaching Certificate (preferred)
- Coaching experience (preferred)
- Athletic Administration experience (preferred)
- Eligible for RI Coaching certificate
- Eligible for RI (CDL) Commercial Driver's License and school bus certificate

Essential Duties and Responsibilities (*other duties may be assigned*)

The primary function of the Athletic Director is to manage and oversee the district's interscholastic and intramural athletic programs.

- Prepare a master budget and supervise equipment and supply purchases, leases, and inventories.
- Secure and file the paperwork for equipment lease requests involving the athletic department.
- Prepare and update a master sports calendar that includes conference and non-conference games/events.
- Supervises all ticket sales and fund-raising events of the athletic program and follows related policies.
- Work closely with the Chariho Sports Boosters and other interested groups.
- Foster strong community involvement and positive community relations.
- Coordinate gym, building and athletic field use with the district office including field preparation with grounds crew.
- Coordinate gym use for practices and games and give final clearance for the use of either the gym or the athletic field.
- Administers the insurance program covering school athletics.
- Organize Senior Awards Banquet.
- Supervise radio and television broadcasts as well as public address system operation.
- Work with coaching staff and transportation vendor to schedule all athletic trips.
- Arrange travel and overnight accommodations for players or athletic teams (and coaches).
- Seek and recommend suitable competition for all non-conference events/games.
- Hire all officials for athletic events.
- Secure game workers for athletic contests including but not limited to, chain crews; announcers; clock operators; police; fire and rescue personnel; score keepers; line judges; etc. and submit the list of contacted workers for that contest to the event supervisor prior to the event.
- Coordinate and develop safety plans with emergency personnel.
- Submit athletic expense request sheets for payment of officials and other workers to district office.
- Coordinate the collection of rosters for program information.
- Act as a resource person and coordinator for all coaches.
- Assist in supervision at home athletic contests. Be sure that all home events are supervised.
- Assist in the selection of coaches and volunteers for the athletic program.
- Evaluate all athletic programs on an annual basis. Make recommendations for improvement to the building principal and Superintendent.
- Complete an evaluation, which includes an opportunity for player input, and hold a conference with

all coaches within three weeks after the conclusion of their sport season.

- Facilitates annual mandatory parent/athlete orientation meetings.
- Mediate the resolution of problems, issues, and concerns that may arise between and among coaches, parents, and athletes.
- Provide a channel through which students and the community may express their concerns about the athletic program.
- Provide for training of coaching staff and athletes, as needed.
- Disseminate RIIL materials and enforce RIIL rules and regulations, including those related to player eligibility.
- Collect and maintain on file a properly completed physical card for every student participating in athletics; provides for athletic physical exams.
- Distribute athletic training rules yearly to all athletic participants.
- Collect and maintain on file a signed copy of student letters of intent.
- Administer the school athletic code in a fair and consistent.
- Ensure adherence to all RIIL and district policies, administrative rules, procedures, and codes relating to participation in athletics.
- Coordinate the ordering of letter jackets, distribution of letters, chevrons, captain stars, etc.
- Order post season awards for each program.
- Attend athletic conference meetings.
- Perform other duties as assigned.

Supervises

- Assistant Athletic Director
- All coaching staff
- Student workers and volunteers

Skills Required

- Organizational, technological, financial, interpersonal, oral and written communication

Physical Demands

- 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.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

Education Requirements

Bachelor's degree

Terms of Employment

Work year and salary established by the School Committee.

Created 7/1/2013

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.