



# **ORANGE COUNTY SCHOOLS**

## **POSITION DESCRIPTION**

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<b>POSITION TITLE</b>	<b>Athletic Director – Extra Duty Position</b>
<b>SCHOOL/DEPARTMENT</b>	Assigned School
<b>SALARY</b>	Per appropriate extra duty schedule
<b>FLSA STATUS</b>	Exempt
<b>REPORTS TO</b>	Principal
<b>SUPERVISES</b>	Assistant Athletic Director, Coaches
<b>WORK WEEK SCHEDULE</b>	Monday – Friday; some evenings and weekends
<b>WORK HOURS</b>	After hours based on employment schedule
<b>NUMBER OF MONTHS PER YEAR</b>	10

**POSITION PURPOSE:**

The School Athletic Director is responsible for coordinating all athletic programs within the assigned school and ensuring that all safety measures are up to code and in place, arrangements are made for ticket sales and playing arena guidelines, sports equipment is secured, and among other things, all athletes are qualified to play.

**MINIMUM QUALIFICATIONS:**

***KNOWLEDGE, SKILLS, AND ABILITIES***

- Substantial knowledge of administrative, organizational, and financial skills
- Substantial knowledge of scheduling events, obtaining arenas, and managing various areas simultaneously
- Substantial knowledge of national, state and school system athletic policies and procedures to include, but not be limited to, OCS, NCHSAA and NFHS rules
- Substantial knowledge and understanding of health precautions especially as related to practices in extreme heat and other adverse conditions
- Ability to work effectively with students and adults engaged in the athletic program

- Ability to work effectively with teachers and staff to ensure that students are academically qualified to participate in sports
- Ability to respect academic standards and enforce them for student participation in athletic activities
- Ability to manage financial transactions ethically and within state constructs
- Ability to train coaches regarding proper procedures and hold them accountable for enforcement
- Ability to treat staff and students with respect
- Ability to serve as a role model for students

### ***EDUCATION, TRAINING, AND EXPERIENCE***

- High School or GED
- Minimum of five (5) years of successful coaching experience at the middle and/or high school level
- Demonstrated experience in working effectively and respectfully with staff, parents and students
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

### **PREFERRED QUALIFICATIONS:**

- Bachelor Degree from an accredited institution in Physical Education or related area
- Master's Degree and/or additional credits of higher learning from an accredited institution in Physical Education, Program Management, Finance or other related area
- NC Certification as a Teacher in Physical Education or other related area

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Responsible for administrating all interscholastic policies and procedures working within the confines of the Rules and By-Laws of the North Carolina High School Athletic Association
2. Observe coaches sufficiently in order to make future recommendations of job expectancies and job assignments to the School Principal
3. Assist the Principal and Athletic Supervisor in evaluating all new candidates for original appointments
4. Responsible for all recommending facility improvements to Principal and Athletic Supervisor for consideration and referral
5. Responsible for the development of all interscholastic game schedules (supported by a filed contract form) and approval schedule publication
6. Responsible for contracting all game officials
7. Provide guidance regarding athletics and athletic program requirements for supervised staff as well as recommendations to the school principal"
8. Resolve conflicts that may develop within the Athletic Department
9. Discover ways for appropriately supporting and financing the athletic program

10. Submit a year-end financial report to the Principal annually
11. Arrange for transportation, lodging, and meals for all interscholastic events, when required
12. Receive and evaluate equipment quotations and approve appropriate orders from authorized coaches
13. Attend all home athletic events and/or arrange for proper supervision of home athletic events by administrative personnel
14. Responsible, with the Principal and Athletic Supervisor, after consulting the Head Coach, for the cancellation or postponement of events because of non-playing conditions
15. Supervise all radio broadcasts, as well as public address system operation at the various games
16. Maintain a permanent file of players, medical examinations, insurance forms, records, parent consent forms, payment, etc.
17. Maintain permanent records for each sport, such as wins and losses, outstanding records, lettered persons, etc.
18. Maintain, along with the Principal and Athletic Supervisor, a file of all athletic suspensions and expulsions from teams in regard to giving each athlete "Due Process"
19. Responsible for determining scholastic eligibility of all candidates for athletic teams on semester basis and for certifying their eligibility on the proper state forms
20. Coordinate with the Principal and coaches requests to attend coaching clinics
21. Work in conjunction with the Principal in developing the yearly budget for the athletic programs
22. Work with the Principal, cheerleading advisors, and coaches involved in scheduling all athletic assemblies and pep rallies
23. Coordinate the use of all athletic facilities in the school with the Principal by groups outside the school
24. Responsible for game management at all home interscholastic events and, when admission is charged, is responsible for the safekeeping and deposit of gate receipts if so directed by the school principal.
25. Provide for the cleaning, repairing, and storing of all athletic equipment and maintaining a perpetual inventory of all equipment
26. Establish procedures for the control and use of the training room
27. Arrange for medical doctors at all home varsity football games and larger athletic events
28. Supervise the physical equipment and schedule facilities for all interscholastic athletic events
29. Plan, organize, and supervise all athletic awards programs with the Booster Club, with the approval of the Principal and with the Athletic Supervisor
30. Promote publicity for all interscholastic sports, such as sports brochures, press, and radio for all schools in conjunction with the Communications Department and the Athletics Supervisor and assist the Booster Club in the organization of the game programs
31. Coordinate with the Principal and the Athletic Supervisor the repair and maintenance of athletic field, track, baseball field, and gymnasiums
32. Manage athletic facilities
33. Hire or make necessary arrangements to provide security and other services required by the athletic operation (includes parking, if applicable)
34. Assume responsibility for assignment of keys to athletic facilities and gymnasiums
35. Represent the school in all athletic business at Conference, State, and National meetings
36. Design a reasonable and equitable program
37. Responsible for the operation and organization of the press boxes
38. Attend and serve as school liaison at all Athletic Booster Club meetings
39. Serve as liaison between the coaches and the Athletic Booster Club
40. Maintain an active program that promotes sportsmanship and welcomes the competing teams and guests
41. Responsible for the annual review of the Athletic Handbook

42. Constantly evaluate the program, always seeking ways of improving interscholastic athletics, and make recommendations for improvement as appropriate to the Principal and the Athletic Supervisor
43. Coordinate all schedules with the Principal, Athletic Supervisor, and the Commissioner of the conference
44. Assign and supervise all gatekeepers and workers for all athletic events
45. Examine all playing arenas to see if they are available and ready for play
46. Obtain playing arena when there is a need for practice or to use as game site
47. Confirm the availability of sports equipment that is needed for the game
48. Arrange for payment of all game officials
49. Arrange for all the change that is needed for all gatekeepers; make available change boxes, tickets, stamps, etc. that are needed by gatekeepers
50. Coordinate all tournaments and post season games with the Principal and Athletic Supervisor
51. In consultation with the Principal and Athletic Supervisor, suggest the monetary allowance for athletes and coaches when playing a contest that requires over-night lodging and food
52. Work with the Principal and the school SRO in securing law enforcement officers to provide security for athletic events
53. Coordinate all athletic functions such as booster club meetings, athletic banquets and other athletic meetings
54. Develop and coordinate the attendance of coaches at coaches' clinics and conferences
55. Working with the Principal, the Athletic Supervisor and the Communications Office, serve as the public relations liaison for all routine news media requests related to athletics at the school
56. Work with coaches in resolving morale problems
57. Evaluate the effectiveness of the athletic programs and offer guidance and recommendations to fellow coaches
58. Coordinate the purchase, reconditioning and storage of athletic equipment
59. Coordinate the preparation for all home events and events; supervise and/or direct cleanup after events
60. Coordinate transportation for all athletic events requiring travel using procedures established by the OCS Transportation Dept
61. Serve as director of special events and promotions for the school's athletic department
62. Work closely with the school system Athletic Supervisor regarding all school athletic matters
63. Share responsibilities for upkeep and regular care of facilities and fields
64. Schedule and conduct pre-season meetings for all sports as required by the NCHSAA
65. Work with the Athletic Supervisor to submit athletic eligibility summary and pre-season meeting certification to the NCHSAA as required at the beginning of each athletic season
66. Ensure all coaches are aware of OCS, NCHSAA, and NFHS rules applicable to their sport and the expectations of coaches and their compliance
67. Submit work orders to the Athletic Supervisor for necessary facility repairs or routine maintenance
68. Provide booking agents with a complete schedule prior to the season
69. Work with the Athletic Supervisor, HR, and Principal when finding new coaches as openings occur
70. Maintain a strong commitment to remaining current in national and state-wide athletic trends, professional development, and appropriate training and athletic practices
71. Perform additional duties as assigned by the Principal and/or the Athletic Supervisor

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Substantial standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Work is considered moderate physical work requiring the exertion of up to 50 pounds of force.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*