

## **Athletic Director Job Description**

Job Title: Athletic Director (High School or Middle School)

Under the general supervision of the school principal, the athletic director is responsible for coordinating, implementing and evaluating the athletic program for the grade level assigned. The athletic director is responsible to coordinate program activities with the respective coaches of each sport and to administer his/her school's athletic program in conformance with the school athletic handbook, school policies and WIAA (Washington Interscholastic Athletic Association) rules and regulations.

Duties of the Athletic Director – (all items apply to the high school level; some items may not apply to the middle school level based on how the MS programs are organized and operated)

- **Facilitate hiring coaches and assistants for the sports approved by the school board.**
  - Notify the business manager when there is a vacancy, schedule and assist with posting open positions, setting up interview teams and interviewing applicants, and recommend coaches for board approval.
  - Assist coaches with establishing practice schedules, league and non-league game schedules, and preseason parent meetings.
  - Evaluate head coaches and assist head coaches in their evaluations of assistants. Evaluation will include multiple check-ins designed to support coaches. Pre-season meeting, two mid-season informal evaluations and one end of season formal evaluation.
- **Assist with set up and management of home competitions for all sporting events.**
  - Arrange for game workers, ticket takers, scorekeepers, etc., as appropriate for each sport.
  - Arrange for team rosters, pictures, and other team information to be shared with other teams, District 9 and other entities needing that information.
  - Arrange for and assure there are officials assigned for each home competition.
  - Assist with or arrange for the set up of facilities for each sport home event.
  - Report need for facility repairs or equipment needs to support sport activities to the administration or maintenance staff. Assure that practice and competition facilities are safe for players, coaches and spectators.
  - Help supervise students and spectators at home competitions
    - *Work with principal and/or superintendent to arrange for supervision presence at away competitions when it is or may be deemed necessary*
- **Attend Athletic Director meetings at local and District 9 level.**
  - Represent the athletic needs of our district, coaches and teams and players
  - Represent the Cooperative Schools in a respectful and dignified manner
  - Assist coaches with nominating players for all-league and sport recognitions
  - Keep coaches and administration informed as to decisions made at AD meetings
  - Seek input from administration and coaches on important issues that are voted on at AD meetings.
- **Assure athletes and coaches meet all qualification standards**
  - Verify student athletes are academically eligible and that each has their required physicals, a copy of the current athletic handbook, have proof of medical insurance, code of conduct and other signed paperwork in place before attending practices at the beginning of each sport season
  - Verify injured athletes have proper, written clearances prior to returning to practice and competitions
  - Verify coaches maintain first aid training, attend rules clinics, participate in online WIAA required trainings and attend district-required trainings as needed. Coaches must continue to meet WIAA coaching standards – the AD keeps coaches informed as to the training requirements and training opportunities available.
  - Maintain files of training and eligibility records
  - Assist with surveys and reports related to extracurricular programs that may be requested or required by WIAA or OSPI.
- **Coordinate activities with players, coaches, parents, school staff and community**

- Communicate with and attend to the concerns of student athletes and parents
- Assist players and parents in communicating concerns they may have about sport programs and using the proper channels
- Assist coaches to plan and conduct parent meetings with players and parents prior to the beginning of each sport season – fall, winter and spring sports
- Organize and help conduct end-of-season sports banquets to appropriately recognize the participation of athletes in the district athletic activities
  - Order plaques and decorations for the event
  - Assure food or meals for the event
  - Arrange for the location and appropriate decorations for the event
  - Arrange for pictures
- Organize senior night activities at the last competition of each sport season to recognize seniors competing for the last time in that sport
  - Arrange for flowers
  - Arrange for pictures
- Provide the local news media with information about the school sports programs and updated news articles about the teams, their achievements and other special information that positively reflects on the district and its extracurricular programs
- Assure fund raisers are properly arranged for – coordinate with the business office for correct procedures and money-handling issues
- Provide district media staff and transportation with updated sport schedules and schedule changes as they occur.
- **Summer camps and activities**
  - Assist coaches to arrange for and manage approved summer sport camps or training activities
  - Assure summer activities meet WIAA rules and risk management guidelines of the district insurance pool
- **Assist with budgeting and purchasing for sport activities**
  - Help project expenses for extracurricular programs
  - Recommend supply and equipment purchases in coordination with coaches
  - Maintain a uniform purchase cycle calendar and work with coaches to update player uniforms
- **Community**
  - Coordinate with community groups that sponsor youth sports in order to facilitate the use of school facilities for activities that support school district sport activities
    - Review and assist with scheduling and to help avoid scheduling conflicts with other school events
    - Assist with equipment needs that may be requested of the district
  - Assist coaches to secure community volunteers to support athletic activities as needed or appropriate