

Cochrane-Fountain School District – Job Description

Title: Athletic Director

Summary

The Athletic Director oversee all aspects of an athletic program, including hiring coaches, scheduling, budget preparation, promotion, compliance, and facility management.

Essential Duties and Responsibilities

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Supervision of Coaches and Advisors

- Post new/replacement coaching positions as needed.
- Hire new/replacement coaching positions as needed.
- Evaluate coaches.
- Resolve personnel conflicts.
- Ensure that training requirements are met and additional opportunities for professional development are provided.
- Assign and oversee personnel plans for improvement as needed.

Organization of Event Schedules

- Schedule contests for all activities.
- Schedule officials for contests/events.
- Schedule event workers (supervision, tickets, etc) for contests/events.
- Re-schedule contests, officials, and event workers as needed.
- Coordinate home event set up, including sound system set up.
- Communicate weekly activities schedule to stakeholders.
- Create seasonal schedule of transportation needs for transportation supervisor.

Fiscal Responsibilities

- Facilitate budgetary needs requests.
- Develop and oversee annual budget.
- Coordinate officials/event workers payments.
- Manage uniform/equipment inventory - create and facilitate uniform/equipment purchase cycle.

Oversight of Student Safety, Training and Eligibility

- Facilitate parent-student code meeting.
- Schedule impact testing.
- Coordinate athletic trainer schedule.
- Stock training room supplies.
- Manage weight room (schedule supervision, equipment maintenance/replacement).
- Review student grades quarterly and administer eligibility requirements.
- Review and administer code violation consequences.

Additional Responsibilities

- Provide opportunities for parent-student feedback following each season.
- Support students, parents and coaches through conflicts or complaints
- Manage technology (devices) needs for coaching staff.
- Review and revise co-curricular handbook as needed.
- Follow and enforce school policies as they pertain to all co-curricular activity.

Professional Responsibilities

- Attend conference-level AD, WIAA, and WADA meetings.
- Attend School Board meetings as needed.
- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, ect., that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to all state, federal, and legal requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Perform other duties as assigned by Administration.

Typical Physical Requirements

- Exertion of 10-50 pounds of force occasionally, and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
- Frequent standing, walking, reaching, grasping, holding.
- Occasional stooping, crouching, kneeling, and crawling.

Qualifications for Employment

Required

- Obtains or is in the process of obtaining proper license as required by state law
- Effective oral and written communications
- Organizational and management skills
- Demonstrated Interpersonal skills
- Demonstrates professional standards and ethics
- Technology skills needed to effectively perform job

Preferred

- Previous experience as an Athletic Director
- Previous experience in a school environment

Terms of Employment

Employment is 220-days within the July 1 – June 30 school fiscal year. Salary, benefits and other compensation options to be recommended by the Superintendent and approved by the School Board.

Evaluation

Annual evaluation to be completed by the Principal.

Adopted by the Cochrane-Fountain City School Board: 2/17/2021