

MCDOWELL COUNTY SCHOOLS

Job Description

POSITION: Athletic Director (Extra-Curricular)

REPORTS TO: Principal

CLASSIFICATION: Professional

FLSA STATUS: Exempt

EMPLOYMENT TERM: 210 days (Ten days prior to the start of the school year compensated through the annual stipend.)

COMPENSATION: \$8550 per year stipend

EVALUATION: Evaluations are conducted as defined in West Virginia Board of Education Policy 5310

Definition: The athletic director organizes and administers the overall elementary/middle/high school program of athletics in the high school attendance area. In the athletic director capacity, the employee will not be eligible for a coaching position as this would be considered a conflict of interest with his/her responsibilities.

Qualifications:

- A) Bachelor's Degree or higher required
- B) Valid WV teaching certificate
- C) Minimum of five years successful teaching and/or administrative experience; coaching experience at the high school level is preferred
- D) Strong leadership and communication skills

Responsibilities:

- A) Provide leadership in the selection and assignment of the middle and high school athletic coaches with the final recommendation presented to the Superintendent or designee
- B) Hire officials and game management personnel as required and assume general responsibility for the proper supervision of home contests
- C) Supervise head coaches in maintaining up-to-date inventories and keep accurate records of properties
- D) Provide orientation of all coaches
- E) Requisition program supplies and equipment and determine equipment needs in cooperation with head coaches
- F) Create appropriate documents to maintain coaches handbook, student athletic handbook, team brochures, schedule formats, and all tournament communications
- G) Develop and place into operation appropriate rules and regulations governing the conduct of athletic activities and interpret school policies as they pertain to athletics
- H) Foster good school-community relations by keeping the community aware of and responsive to the athletic program
- I) Supervise all ticket sales and fundraising events of the athletic program and assume responsibility for proper handling of funds
- J) Assume responsibility for the organization and scheduling of all athletic events

- K) Arrange transportation for athletic contest participants
- L) Arrange all details of visiting teams' needs and field assistance as appropriate
- M) Arrange gym and field practice schedules and supervise preparation of areas for contests
- N) Organize and administer the overall program of athletics for the middle and high following all SSAC guidelines
- O) Administer the physical and academic requirement of eligibility for participation in each sport and verify each athlete's eligibility; verify and record the physical examinations of all athletes prior to the beginning of each season
- P) Administer the insurance program covering school athletes and assume responsibility for processing of reports and claims
- Q) Keep records of the results of all athletic contests and maintain a record file
- R) Plan and supervise an annual recognition program for school athletes
- S) Assist organizations with projects associated with athletics
- T) Work with the principal to help supervise and attend athletic events
- U) Attend district, regional, and state athletic meetings as required
- V) Work closely with athletic boosters and act as liaison for the district
- W) Perform other related duties as assigned by the principal
- X) This job description should not be construed as detailed statements of all work required or performed
- Y) Perform other duties as assigned by the superintendent.

Supervisory Responsibilities: The Athletic Director manages all head coaches and assistant coaches in the middle and high school athletic program. The Athletic Director is responsible for the overall direction and coordination of the unit. The Athletic Director carries out supervisory responsibilities in accordance with the organization's policies and applicable laws, including interviewing, training, planning, assigning and directing work, and addressing complaints and resolving problems.

Skill Abilities:

Ability to:

- Read, analyze, and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Write routine reports and correspondence
- Effectively speak before administrators, staff, parents, and students
- Calculate figures and amounts such as discounts, interest, proportions, percentages, etc.
- Solve practical problems and deal with a variety of concrete variables
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Apply knowledge of current research and theory in specific field
- Communicate clearly and concisely both in oral and written form
- Handle stressful situations with parents and community with leadership, sincerity, and understanding
- Establish and maintain effective working relationships with students, staff, and the community
- Perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands: The physical demands described 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 frequently required to sit, occasionally walk and stand, and travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district.

Work Environment: The work environment characteristics described are representative of those an employee encounters while performing the essential functions. While performing the duties of this job the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints. The employee will frequently work irregular or extended work hours and is directly responsible for the safety, well-being, and work output of students and coaches. The noise level in the work environment is usually quiet to moderate.

The McDowell County Board of Education does not discriminate on the basis of sex, race, color, religion, age, disability, or national origin in its employment and in the administration of any of its educational programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Ingrida Barker, Associate Superintendent
30 Central Ave., Welch, WV 24801
304-436-8441, ext. 221

For further information on notice of non-discrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.