
ATHLETIC DIRECTOR ELEMENTARY DISTRICTWIDE

Job Description:

Manage and coordinate athletic programs for all K-8 elementary schools.

Qualifications:

1. Experience: Coaching experience at either the elementary or high school level.
2. Knowledge: CPR, first aid, athletic training, rules and techniques of each activity.
3. Ability: Remain current on new rules and regulations for various sports; be familiar with district policy; develop and communicate operational policies, conduct staff meetings, effectively communicate with parents and pupils

Typical Duties:

1. Consult with site representatives to schedule athletic events.
2. Recommend employment and changes in coaching assignments before assignments are finalized.
3. Oversee all athletic purchases
4. Work with district and site administration in the development of the athletic budget.
5. Ensure that all student paperwork is completed as required by district policy and site procedures; that all participating athletes are eligible; resolve appealed disputes between coaches and athletes; investigate reported incidents of inappropriate behavior by coaches, officials or spectators.
6. Keep all administration and coaches informed of all changes in schedules and rules.
7. Manage all tournaments for all sports.
8. Develop a "pool" of referees to hire for games.
9. Consult with coaches to insure that team rules for practice, eligibility, behavior and playing time are followed.
10. Ensure that all coaches follow the rules and district coaching manuals.
11. Make necessary events decisions about cancelling events due to weather conditions.
12. Coordinate the awards system, including but not limited to ordering materials and hosting banquets.
13. Forward accident reports to the principal after consultation with the coach, athlete, or parent.
14. Communicate with site and district administrators to anticipate and plan for future concerns.
15. Follow established policies and procedures with ASB bookkeeper regarding fundraising, bank deposits and purchases.

Immediate supervisor:

Assignment: School Year

Salary: Stipend schedule

CURRENTLY NOT FILLED