**Job Title:** Athletic Director

**Reports to:** Principal

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**Primary Purpose**

Under the direct supervision of the Principal, Athletic Director will advise, coordinate, supervise, and support a staff of head coaches and assistant coaches. The Athletic Director will work to ensure all programs carry out goals and objectives and provides students the opportunity to participate and excel in the extracurricular activities of their choice.

**Qualifications**

**Education/Certification**

Bachelor’s degree

Must have and maintain a Physical Education teaching position on campus

**Special Knowledge/Skills**

• Knowledge of Texas Education Agency, TAPPS, and TCAF regulation and policies

• Ability to instruct and supervise coaches, trainer and student athletes

• Excellent organizational, communication, and interpersonal skills

**Experience**

Current head coach and or former head coach

Five years coaching experience

**MAJOR RESPONSIBILITIES AND DUTIES**

**Instruction**

1. Serves as a role model to athletes, coaching staff, faculty, and community by displaying leadership, strong moral character, commitment, good sportsmanship, and dedication.

2. Holds monthly campus coaches meetings.

3. Works with principal to provide professional growth opportunity for coaches.

4. Serves as a resource for principals, coaches, and their programs concerning athletic issues.

5. Ensures that each coach on campus is aware of all rules, regulations, changes, implementations, and interpretations.

**Program Management**

6. Understands and maintains equal sensitivity to individual sports, individual coaches, cultural groups,

and genders to maintain high morale and professional cooperation among the campus staff.

7. Ensures that the student athletes will have the opportunity to participate in the sports program of their choice.

8. Responsible for the overall athletic programs on campus and all coaches.

9. Develops positive public relations with the school, parents, athletes, and community in an effort to promote the benefits of participating in school athletics.

10. Promotes all sports in the athletic program, fosters school spirit and pride, participates in athletic related school functions, and assists in the supervision of athletic events.

11. Attends all public, staff, and departmental meetings that require their attendance.

12. Obtains personnel as needed for contests, tournaments, meets and special events.

13. Works with the Principal’s Office and all coaches on eligibility and athletic participation forms.

14. Effectively communicates the study and implementation of upgrading athletic facilities on the campus as directed by the principal.

**Student Management**

15. Instructs and advises students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices.

16. Ensures that all programs maintain the perspective that a quality education is of the highest priority in working with student athletes.

17. Collaborates with parents, school administrators, and athletes to promote student success and eliminate the student failure rate and discipline problem.

**Communication**

18. Establishes and maintains open communication with parents, students, coaches, teachers and the principal.

19. Disseminates information from the athletic office to all appropriate coaching staff members.

20. Informs the principal of all the school’s athletic programs and their activities throughout the school year.

21. Notifies the principal of any potential issues and program progress pertaining to all programs on campus.

22. Organizes preseason meetings for parents, coaches, players, and guests.

**Administration**

23. Responsible for the overall athletic program.

24. Responsible for all coaching responsibilities plus the coordination of all boys and girls athletic programs.

25. Monitors the head coach of each sport.

26. Facilitates the fair usage of campus facilities and equipment by all staff, athletic programs and community. Coordinates with the principal on use of athletic facilities.

27. Designs staff meetings as needed to assure staff awareness of the total athletic program and knowledge of required rules and procedures.

28. Collaborates with the principal in evaluating head coaches of each sport.

29. Provides input and serves as a resource in the employment of coaches.

30. Ensures that all personnel on their staff are certified in COPE, CPR, First Aid, and AED training and keep certification records on file.

31. Ensures all athletic pre-participation documentation to fulfill state and TAPPS/TCAF requirements for all sports are on file before the athlete works out.

32. Works in conjunction with the principal to coordinate athletic facility maintenance and supervision.

33. Collects, processes, and files all Athletic Participation Forms and is responsible for sending them to the appropriate organizations.

34. Coordinates the preparation, inventory and administration of athletic budgets and monitors each head coach in the accountability of equipment and facilities.

35. Ensures paperwork for all programs is completed and submitted on time.

36. Routinely inspects athletic facilities to insure and provide a safe environment for all athletes.

**Supervisory Responsibilities**

37. Supervises all coaches on campus.

38. Supervises all athletic programs on campus.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress.

Frequent travel; frequent prolonged and irregular hours; outdoor exposure to sun and heat.