

DIRECTOR OF ATHLETICS

- Qualifications:** New York State Education Department School Administrator Certification (Preferred), New York State Education Department Teacher Certification, five years coaching experience or comparable.
- Reports To:** Superintendent of Schools
- Essential Job Function:** The Director of Athletics has the responsibility to be aware of all athletic activities. His/her authority will extend over all persons in charge of the above events. His/her relationship to the Board of Education is through the Building Principal and the Superintendent of Schools. All persons in charge of athletic activities will go through Director of Athletics prior to entering the chain of command at the Building Principal level.

Performance Responsibilities:

1. Compile all of athletic budgets with the aid of Administration and coaches.
 - a. This includes responsibility for inventory control and storage of athletic equipment.
 - b. It includes the preparation of bid specifications for the purchase of athletic equipment and supplies.
2. Authorize payment of dues, referee, bus transportation, printing and issuing of courtesy tickets, the engraving of awards, the payment of chaperones, timers, and ticket sellers.
3. Attend meetings pertaining to athletics and to be the voting delegate.
4. Arrange for reservations of athletic functions at the local, county, and state levels.
5. To be responsible for the Sports Banquets which will be held three (3) times yearly in the high school. All preparations will be made with the approval of the High School Principal.
6. Provide schedules of all events using school facilities to the Main Office, the Business Manager and building and grounds crew where necessary.
7. Where necessary, it will be the responsibility of the Director to work with printing concerns to have schedules and programs made up, supervise cost of tickets, admission charges, advertise, and circulate in the district the costs of events.
8. Assign a person to meet visiting groups and officials for home events and make sure facilities are adequate to meet their needs.
9. Administer rules set down by the New York State Public High School Association.
10. Supervise all employees necessary to handle athletic events.
11. Advertise, accept applications and make recommendations to the Board of Education for all extra-curricular athletic positions.
12. Order, supervise and disseminate the awards for all interscholastic activities.
13. Supervise and/or direct the filing of accident reports at all athletic events and make sure that each athlete has a physical.

14. Where necessary, arrange for the ambulance or doctor and security for athletic events.
15. Meet with the coaches and the High School Principal to air concerns, conflicts and other problems.
16. Take complete responsibility for all athletic tournaments and activities. No event is to be arranged except through the supervision of the Director of Athletics.
17. Cooperate with any organization that is in support of athletic activities. Where possible, attend their meetings and/or provide for representation of the schools at the meetings. It is also the responsibility of the director to keep the various organizations aware and cognizant of school policy when application is made for the use of the facilities.
18. Take charge of season tickets for all athletic events and promote these events at the beginning of the school year.
19. Discuss and review job responsibilities with all personnel in the Athletic Department.
20. Review and make recommendations on the Athletic Policy to the administration and the Board of Education.
21. Attend home athletic events and when possible attend away contests. In case of absence, appoint someone to be responsible for maintaining proper discipline and other prescribed rules of the Public High School Athletic Association (NYSPHAA) at home varsity contests.
22. Correspond with responsible people in other schools affiliated with athletics in order to maintain proper relations.
23. Continue to plan and maintain a balance in our athletic program, which will be most beneficial to all students of our school.
24. Be informed of all athletic events and see that all needs are taken care of for each event.
25. Complete all forms needed by Business Office completely, correctly, and in a timely manner.

Terms of Employment: 12 month position

Evaluation: Performance is evaluated by the Superintendent of Schools

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties.