

BALDWIN-WHITEHALL SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Athletic Director

DEPARTMENT: Athletic Department

QUALIFICATIONS:

1. Possesses a permanent teaching certificate.
2. Provides evidence of administrative and organizational skills.
3. Possesses at least five years experience in teaching, coaching, and or school administration.
4. Displays an interest in and knowledge of athletic, recreational, and intramural programs.
5. Works and communicates with other employees and other individuals, including parents.
6. Works effectively and efficiently without close supervision.
7. Demonstrates aptitude for skillful and successful performance of the assigned performance responsibilities.
8. The Employer may determine such alternatives to the above qualifications as may be required for the specific job vacancy.

REPORTS TO: Principal of Baldwin High School

SUPERVISES: Athletic and athletic related positions, athletic office secretary

PERFORMANCE RESPONSIBILITIES:

1. As the principal's designee, supervises and monitors all coaches and related Athletic Department personnel.
2. Evaluates annually all personnel under his/her supervision.
3. Interviews and recommends the hiring of all coaches and other Athletic Department staff.
4. Recommends dismissal of Athletic Department personnel when necessary in accordance with the provisions of the collective bargaining agreements.
5. Prepares and approves all schedules for all interscholastic events at both the high school and middle school level.
6. Secures officials and directs the proper administration of all home events.
7. Arranges through the Facilities Director for police, security, and emergency medical service coverage as necessary for all home events.
8. The Athletic Department prepares and approves all eligibility lists for each sport and submits the same to the principal as the WPIAL requires.
9. Supervises the Equipment Manager to insure that all athletic equipments is being properly stored, cleaned, maintained and inventoried.
10. Prepares and monitors the athletic budget in cooperation with the Assistant Superintendent and the Business Manager.

11. Prepares all purchase orders for supplies, uniforms, and equipment for all Athletic Department programs.
12. Schedules all facilities (fields, stadium, gymnasiums, pool, tennis courts, etc.) through the Finance and Operations Department.
13. Maintains an accurate inventory of all athletic equipment.
14. Maintains records for all interscholastic contests.
15. Maintains a perpetual file of award winners, both team and individual, including the dates and types of awards for our athletes and athletic teams.
16. Collects and disseminates information from coaches on the performance of teams and students; coordinates this dissemination with the district public relations personnel.
17. Plans, organizes, and supervises appropriate recognition programs for student athletes.
18. Secures physicals examinations dates for student/athletes and insures through our coaches and trainers that all students have the proper examinations prior to their participation.
19. Monitors through our coaches and trainers that all athletes have proper insurance coverage.
20. Works with the principals to facilitate the high school and middle school intramural programs.
21. Attends evening interscholastic athletic events to assist the staff in the operation of the programs.
22. Works with our local communities to support and coordinate recreational programs.
23. Monitors the work of all athletic booster groups to insure that they comply with school policies and procedures.
24. Complies with all safety standards.
25. Organizes and schedules in-service and other training programs for Athletic Department personnel.
26. Completes such reports as may be required.
27. Dresses appropriately to perform duties of position.
28. Performs all other duties and assignments applicable to the position as may be directed by the Superintendent.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended period of time
- Walking and standing for prolonged periods
- Lifting, carrying, pushing, pulling 35 pounds
- Ability to kneel, crouch, bend and reach to retrieve and handle materials, supplies and equipment
- Moving fingers and hands in a repetitive manner
- Ability to speak clearly and distinctly when communicating
- Hearing clearly
- Adequate vision to perform duties

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

TERMS OF EMPLOYMENT:

12 month work year. Workdays, salary increases, and benefits are established in accordance with the provisions of the Act 93 Salary and Benefit Program. Initial salary shall be determined by the Board of School Directors

EVALUATION:

Performance of the job will be evaluated at least annually.

ACKNOWLEDGEMENT:

In signing this Job Description, I am only acknowledging that I have received a copy. I further understand that a signed copy will be placed in my personnel file.

EMPLOYEE SIGNATURE: _____ **DATE:** _____