

**ATHLETIC DIRECTOR**

**SCHOOL DISTRICT OF WAKULLA COUNTY**

**ATHLETIC DIRECTOR**

**JOB DESCRIPTION**

**REPORTS TO:**

School Principal

**JOB GOAL**

Under the direction of the school site principal, and in cooperation with the staff of the department, he/she plans, coordinates, implements, and evaluates the athletic program at school in conformance with school handbook and the Education Code and serves as a school/site educator.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

1. Prepare Florida High School Athletic Association [FHSAA] Annual Athlete Eligibility List and send to the FHSAA by required date.
2. Prepare and send sports rosters, schedules, and entry lists to the FHSAA in accordance with FHSAA guidelines.
3. Submit Student Waiver forms to FHSAA in accordance with FHSAA guidelines.
4. Maintain required concussion training logs for all coaches.
5. Maintain record of grades and student information for each athlete.
6. Count and balance gate receipts for home athletic events as directed by Principal and/or Designee.
7. Schedule gate workers for all home athletic events.
8. Generate and mail game contracts to competing schools for all home athletic events.
9. Schedule officials and coach/athlete transportation for away events.
10. Create and distribute calendar of sporting events and athletic schedules.
11. Maintain Athletic Department budget.
12. Submit purchase orders for all athletic supplies, uniforms, and officials for the Athletic Department.
13. Receive and route all correspondence and meeting notices to all coaches.
14. Coordination of athletic banquet to include ordering awards for athletes, ordering letters and pins, and scheduling banquet arrangements.
15. Assist Booster Club with fundraising activities and with obtaining rosters and other information for Booster activities.
16. Count and balance fundraising receipts.
17. Perform other duties as assigned by the Principal and/or Designee.

## **ATHLETIC DIRECTOR**

### **DAILY RESPONSIBILITIES/DUTIES: (BUT NOT LIMITED TO):**

1. Require pre-season and post-season meetings with coaches.
2. Verify that all athletes are medically cleared, have insurance, have been released by parents, and have signed Code of Conduct form.
3. Responsible for the orientation of all coaches regarding site and district policies, procedures and expectations; and ensures that all coaches comply with Level 2 clearance and certification mandate.
4. Schedule all competitions.
5. Provide officials for all home competitions.
6. Verify that all athletes are academically eligible to compete.
7. Provide adequate practice and playing facilities.
8. Respond to all parent concerns and calls.
9. Be an advisor to the Booster Club.
10. Works closely with the coaches and the school nurse to schedule athletic physicals and processes necessary forms.
11. Responsible for development and oversight of Athletic Department budget
12. Assist in the requisitioning and issuing of athletic equipment.
13. Assist in maintaining an inventory of all athletic equipment.
14. Assist in the responsibility for the care of athletic facilities.
15. Assist in the responsibility for certification of coaching staff and walk-on coaches in accordance with State guidelines.
16. Participates in fundraising, letters of recommendation, press-box, awards, etc.
17. Abide by professional ethics standards established by Board Policy.
18. Maintain punctuality for all prescribed functions.
19. Assume the responsibility for the safety and welfare of students.

### **PHYSICAL REQUIRMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.