

TITLE:**TEACHER (Athletic Director)****FLSA: Exempt****QUALIFICATIONS:**

1. Bachelor Degree or higher from an accredited educational institute.
2. Hold or be eligible for certification by the State of Florida in the appropriate subject area and level.
3. A master's degree with courses in the organization and administration of athletic and physical education programs is desirable.
4. At least five years successful experience as head coach is desirable.
5. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

REPORT TO:**Principal of the High School or Middle School****JOB GOAL:**

To provide each enrolled student of secondary school age in opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge understanding of the pleasures of sport, and the principles of fair play.

PERFORMANCE RESPONSIBILITIES:*** Essential Performance Responsibilities**

- * 1. Organize and administer the overall program of extracurricular athletics, both intramural and interscholastic, for the school.
- * 2. Provide leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
- * 3. Foster good school-community relations by keeping the community aware of and responsive to the athletic program.
- * 4. Assume responsibility for the organization and scheduling of all interscholastic athletic events.
- * 5. Hire officials, arrange for physicians, and policemen as required, and assume general responsibility for the proper supervision of home games.
- * 6. Arrange transportation for athletic contest participants.
- * 7. Arrange provision for meals for athletes and coaches when necessary.
- * 8. Place into operation appropriate rules and regulations governing the conduct of athletic activities by F.H.S.A.A.
- * 9. Establish the physical and academic requirements of eligibility for participation in each sport, and verify each athlete's eligibility under F.H.S.A.A. guidelines.
- * 10. Prepare and administer the athletic program budget.
- * 11. Requisition, in cooperation with appropriate staff members, supplies, and uniforms, and equipment for athletic program budget.
- * 12. Supervise the cleaning, storage, and care of all athletic equipment.
- * 13. Supervise all ticket sales and fund-raising events connected with the athletic program, and assume responsibility for proper handling and accounting of monies involved.
- * 14. Arrange all details of visiting teams needs as appropriate.
- * 15. Make all necessary arrangements for the use of non-school playing fields and facilities.
- * 16. Arrange the practice schedules for the coaches on the fields and in the gymnasiums.
- * 17. Administer the insurance program covering school athletes, and assume responsibility for all processing of reports and claims.
- * 18. Provide for the physical examination of all athletes prior to the beginning of each season.
- * 19. Keep records of the results of all junior and senior high school athletic contests, and maintain a record file of all award winners, stating the date and type of the award, including athletic scholarships.
- * 20. Direct an in-school, extracurricular program designed to foster support for the athletic teams and school spirit among non-participants.
- * 21. Plan and supervise an annual recognition program for school athletes.
- * 22. Coordinate the programming of school athletic facilities for use by feeder school.
- * 23. Perform such other duties as the principal or supervisor may assign.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually moderate.

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 Board.

EVALUATION:

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