

**Cottonwood Joint School District No. 242**

**High School Athletic Director  
Job Description**

**QUALIFICATIONS:**

1. Must be a certified employee employed by Cottonwood School District.
2. Must have experience and/or a working knowledge relating to the successful operation of the full athletic program contained in the school.
3. Experience in scheduling in-season and post-season athletic events including tournaments is desirable.
4. Communication skills necessary in negotiating for the best interests of the schools, its students and the district patrons.
5. Experience in either the Cottonwood District or the Whitepine League is highly desirable.

**JOB GOALS:** To help each student with an opportunity to participate in an extracurricular activity that will foster physical skill, a sense of worth and competence, and a knowledge and understanding of the pleasures of sports and the principles of fair play and sportsmanship.

To represent the district in a positive and professional manner in all interscholastic planning and scheduling events with student and district welfare as primary concerns.

**REPORTS TO:** The Jr Sr. High School Building Principal or Superintendent.

**PERFORMANCE RESPONSIBILITIES:** The athletic director will:

1. Organize and administer the overall program of extracurricular and intramural athletics.
2. Foster good school-community relations by keeping the community aware of and responsible to the athletic programs.
3. Assume responsibility for the organization and scheduling of all interscholastic athletic events.
4. Schedule officials, team physicians and policemen as required, and assume general responsibility for proper supervision of home games.
5. Arrange for meals and lodging for athletes and coaches.
6. Arrange for transportation for athletic contests.
7. Assist the administration and board in making appropriate rules and regulations governing the conduct of athletes and athletic activities.

8. Assist the administration in developing the physical and academic requirements for participation in each sport and verify each athlete's eligibility.
9. Assist the administration in the preparation of the athletic program budget.
10. Administer the athletic budget and order necessary supplies and equipment with approval of the building principal.
11. Maintain an accurate inventory of supplies and equipment.
12. Arrange for the visiting team's needs, including meals and lodging with required.
13. Supervise all ticket sales, security patrols, courtesy helpers, score keepers and other at athletic events.
14. Arrange for all team practice schedules and practice areas.
15. Arrange for and insure that participants have proper physical examination clearances.
16. Insure that all participants have adequate medical insurance from a parent-owned policy or a school sponsored policy.
17. Keep records of all athletic contests and maintain a record file of all award winners, stating the date and type of award earned, including athletic scholarships.
18. Plan and supervise, in conjunction with cheerleaders and coaches, the annual recognition award banquets.
19. Supervise and evaluate the performance of head coaches and assist head coaches in the supervision and evaluation of assistant coaches.

**TERMS OF EMPLOYMENT:** Appointment will be made by the Board of Directors prior to the beginning of each school year. This is a non-tenure appointment and will be renewable at the discretion of the Board of Directors. Pay will be defined in the Administration agreement.

**EVALUATION:** The Jr. Sr. High school principal and the superintendent will be jointly evaluate the Athletic Director's performance at the close of the school year and make a recommendation to the Board of Directors.