

## ATHLETIC DIRECTOR

QUALIFICATIONS: A valid West Virginia teaching certificate.

Knowledge of athletics.

Ability to work cooperatively with students, teachers, coaches, sponsors, boosters clubs, citizens, and visiting schools' personnel and students.

Recommended - membership in West Virginia Athletics Directors' Association.

For high schools - Must be a member of the full-time teaching staff at the school applying for.

For middle schools - Must be at least a half-time member of the teaching staff of the school applying for. Ability to organize and direct student activities.

Knowledge of W. Va., S.S.A.C. and conference regulations.

REPORTS TO: Principal

SALARY: Salary and work year as determined by the Board.

JOB GOALS: To organize, direct and supervise student athletic activities as assigned by the principal in order to provide principals and assistant principals ore time to devote to instructional matters.

COORDINATES: In cooperation with the principal, coordinates the activities of coaches, intramural directors, athletic trainers, cheerleading coaches, athletes and students.

DUTIES:

- 1) Attends and supervises athletic events as deemed necessary by the principal.
- 2) Schedules all athletic events and develops a schedule for each sport in cooperation with the principal and head coach.
- 3) Is responsible for activities administration, including, but not limited to:
  - a. securing ticket sellers and other workers
  - b. security
  - c. visiting students' accommodations and arrangements
  - d. officials
  - e. seeing that athletic areas are prepared for events
  - f. inspection of and safety of areas being used for students participation and spectators
  - g. parking

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- h. ticket sales and passes
  - i. pre-activity and post-activity arrangements
  - j. janitorial supervision and needs
  - k. press box and public relations assignments 1. filming of events
  - m. organizes and supervises all pre-physicals and physicals
  - n. other duties as assigned by the principal
- 4) Is responsible for checking eligibility of all participants and compiling the eligibility sheet for each activity.
  - 5) Responsible for transportation arrangements for all athletic events.
  - 6) Is responsible for seeing that coaches maintain up-to-date inventories and adequate storage of equipment, uniforms, etc.
  - 7) Coordinates purchasing of all supplies and equipment as directed by the principal.
  - 8) Develops and reviews a budget for each sport.
  - 9) Serves as sectional and regional tournament director as assigned by the S.S.A.C.
  - 10) Schedules practice time and areas to be used.
  - 11) Attends state, conference, and tournament meetings as assigned by the principal.
  - 12) Works with booster clubs and organizations.
  - 13) Reviews annually the S.S.A.C. handbook and regulations for other activities.
  - 14) Handles crowd control and behavior problems at events.
  - 15) Inspects all areas used for activities and prepares work orders for maintenance to be approved by the principal.
  - 16) Works with secretaries in preparing all reports, lists, mailings, and finances.
  - 17) Is responsible for activity contracts and officials? contracts.
  - 18) Coordinates publicity for all athletic activities.
  - 19) Is responsible for maintaining proper safety for those in attendance and for those participating in athletic practices and games.
  - 20) Should help to promote and foster activities which encourage good sportsmanship in the school's athletic program.

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- 21) Assists with banquets and awards as assigned by the principal.
- 22) Prepares and reviews athletic handbooks where applicable.
- 23) Conducts meetings needed.
- 24.) Will carry out any other assignment related to athletic activities as deemed necessary by the principal.

