

**COMMODORE PERRY SCHOOL DISTRICT
ATHLETIC DIRECTOR
JOB DESCRIPTION**

TITLE: Athletic Director

QUALIFICATIONS:

1. Knowledge of interscholastic activities and sports, and P.I.A.A. and District 10 rules and regulations.
2. Skills in planning and scheduling events and in working cooperatively and harmoniously with people.

REPORTS TO: High School Principal, Superintendent

EVALUATED BY: High School Principal

SUPERVISES: All head coaches, assistant coaches, and staff members within the interscholastic athletic program.

JOB GOAL: To provide each enrolled student of secondary school age an opportunity to participate in extracurricular and athletic activities that will foster social and physical development, a sense of worth and competence, a knowledge and understanding of the pleasures of sports, and the principles of fair play.

PERFORMANCE RESPONSIBILITIES

1. Prepares athletic schedules for the school district.
2. Represents the school at athletic meetings involving the interests of the school.
3. Prepares and approves contracts affecting athletic contests.
4. Supervises the administration of athletic contests and acts as official host to visiting teams for regularly scheduled contests.
5. Works with athletic directors of co-op program schools to ensure successful co-op programs.
6. Count and secure funds collected at games.
7. Coordinates the junior and senior high school athletic programs.
8. Coordinates the elementary athletic program with the junior and senior high programs.
9. Prepares bid lists for the purchase of athletic equipment.
10. Selects and purchases, with the help of the head coaches, equipment and supplies needed for the various athletic teams.

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11. Prepares the athletic budget annually for the district.
12. Assists the high school principal, superintendent and school board in hiring and assigning members of the athletic staff.
13. Handles matters affecting the possible cancellation of contests because of weather and other conditions.
14. Makes arrangements for the printing of tickets for athletic contests and the sale of tickets.
15. Assigns officials.
16. Makes necessary arrangements for medical exams for athletes.
17. Collects photographs and records related to sports events for future reference.
18. Makes arrangements for game personnel for home contests and pay games personnel for home athletic contests.
 1. Time clock and scorekeepers
 2. Ticket sellers
 3. Ticket takers
 4. Count and secure funds collected at games
 5. Arrange for security and instruction each as to expectations and duties
19. Prints and distributes schedules.
20. Conduct regular meetings with coaches to discuss pertinent matters concerning the athletic program at Commodore Perry.
21. Maintain a complete inventory of all athletic equipment
22. Arranges for transportation of athletic teams.
23. Provides information for printed programs for athletic contests.
24. Purchases awards.
25. Issues news information to the news media.
26. Prepares eligibility lists and distribution to proper schools.
27. Coordinates the services of the athletic trainer.
28. Cooperates with maintenance staff to see that athletic fields and gymnasiums are in proper condition for practice and games.
29. Provides practice schedules for athletic teams using the school district facilities.
30. Provides keys for equipment room for each coach and collect keys and write up of season from each coach at the end of the season.
31. Helps prepare ticket and cash boxes for varsity athletic contests.
32. Checks in athletic equipment upon arrival.
33. Distributes athletic physical forms to students.
34. Maintains a facility use schedule for the gymnasiums and works with building principals to schedule school events to avoid conflicts.
35. Prepares list of letter winners, letters, and awards for varsity sports.
36. Supervises and evaluates Athletic Department personnel.
 - * The High School Principal will evaluate any coach or assistance coach who is related to the athletic director
37. Assumes other duties as needed or assigned by Administration.

WORKING CONDITIONS:

1. Normal for a school and office environment.
2. Prolonged sitting and / or standing may be required.

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3. Must be able to lift 25 lbs.

CLEARANCES

1. Act 34
2. Act 151
3. FBI Clearances