

COOSA COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: ATHLETIC DIRECTOR

REPORTS TO: Principal

QUALIFICATIONS:

1. Valid Alabama Teaching Certificate endorsed in the appropriate area
2. Such alternatives to the above as the Board may find appropriate and acceptable.
3. Meet Highly Qualified Teacher Standards defined by the State of Alabama
4. Background clearance through FBI and ABI processes.
5. Exhibit Administrative qualities.

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

PERFORMANCE RESPONSIBILITIES:

1. Organize and administer the overall athletic program in the school.
2. Provide leadership for the school's athletic coaches and staff.
3. Create a teacher duty schedule for all seasons of play.
4. Foster good school-community relations by keeping the community aware of and responsive to the athletic program.
5. Assume responsibility for the organization and scheduling of all interscholastic athletic events.
6. Work with principal in hiring officials and security as required, and assume general responsibility for the proper supervision of home games.
7. Arrange transportation for athletic contest participants.
8. Assume responsibility for the athletic program following all Board policies and all rules and regulations of the Alabama High School Athletic Association.
9. Verify each athlete's eligibility according to established and academic requirements of eligibility for participation in each sport.
10. Prepare and administer the athletic program budget.
11. Requisition program supplies and equipment.
12. Work with administration with supervising all ticket sales and fundraising events of the athletic program, and assume responsibility for proper handling of funds.
13. Work with administration with making arrangements for non-school use of playing fields and facilities.
14. Arrange field and gym practice schedules.
15. Provide for the physical examination for all athletes, and assume responsibility for all processing of all reports and claims.
16. Direct an in-school, extracurricular program designed to foster support for the athletic teams and school spirit among non-participants.
17. Plan and supervise an annual recognition program for all school athletes.
18. Be regular and punctual in attendance.
19. Perform duties in a manner that promotes good public relations.
20. Maintain confidentiality of any school or school system related business and records.

21. Develop and maintain proper and professional relationships with students and other employees.
22. Be familiar with and follow Board of Education policies.
23. Perform other reasonable related duties that administration may assign.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.