**Buhl School District #412**
**Job Description**

Administrative

**TITLE**:

- ATHLETIC DIRECTOR

**REPORTS TO:**

- **Primary Responsibility to:**
  - High School Principal
  - Middle School Principal

- **Secondary Responsibility to:**
  - Superintendent of Schools

**Job Goal:**
To assist the district in providing each secondary school student (grades 7-12) an opportunity to participate in extra-curricular athletic activities (within financial and human resources) that will foster physical skills, a sense of worth and competence, knowledge, and understanding of the pleasures of sports, and the principles of fair play. The Athletic Director shall carry out the following tasks:

**1. LEADERSHIP**

A. Assume leadership in working with the principal(s) and coaches in developing an athletic philosophy consistent with that of the district.
B. In cooperation with the principal of the high school, certify students for eligibility by administering the rules and regulations of IHSAA and follow school policy at the middle school.
C. Coordinate and schedule all activities for the high school and middle school athletics in order to avoid conflicts in use of the school calendar, transportation, and facilities. Scheduling will be consistent with IHSAA rules and regulations and/or District policy.
D. Actively assist in youth athletics and school district booster clubs.
E. Prepare and submit to the principal(s) and the superintendent a written seasonal report concerning the status, accomplishments, needs, inventory, and problems of the athletic programs of the district within 30 days of the end of each sports season.
F. Actively participate in personal professional growth programs and activities.

**2. ATHLETICS PROGRAM AND STAFF**

A. Implement policies of the Board of Trustees pertinent to the athletic programs of the district.
B. Assist in the hiring of the athletic staff.
C. In cooperation with the building principal, schedule supervisory personnel to be on

duty at high school and middle school athletic activities.

D. Schedule and conduct meetings with athletic staff.

E. Actively participate in the supervision and evaluation of personnel who have athletic assignments.

**3. EVALUATION**

A. Continuously evaluate athletic programs offered and make recommendations to the principal(s) and superintendent for modifications as appropriate. This includes both Buhl High School and Buhl Middle School.

**4. FACILITIES, EQUIPMENT, SUPPLIES**

A. Recommend purchase of all supplies and equipment using proper purchasing procedures. This includes both Buhl High School and Buhl Middle School. B. Maintain an accurate inventory of athletic supplies and equipment. Inventory must be made and turned in by the respective coach within 15 days after the close of the activity.

C. In cooperation with the maintenance personnel of the district, be responsible for the care and upkeep of athletic facilities.

**5. PUBLIC RELATIONS**

A. Implement a vigorous public relations program to effectively communicate the athletic programs of the district to the general public.

B. Oversee and approve all fundraising activities for the athletic department to include program sponsors, advertising, individual sport fundraising (grades 7-12), and coordinate with all other district fundraisers.

**C.** Coordinate the planning and conducting of annual athletics banquets, athletic awards nights, and/or other recognition events that pertain to athletics.

**6. OTHER DUTIES**

A. Perform such other duties as may be assigned.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- While performing the duties of this job, the employee frequently stands, walks, and sits. The employee may occasionally push or lift up to 50 lbs, such as boxes of books and AV/VCR carts. Specific vision abilities required by this job include close vision such as the ability to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to successfully meet multiple demands and interactions with the public and other staff. The employee must be able to attend meetings in the evening and at other locations. The noise level in the work environment is generally moderate. Duties are performed indoors and occasionally outdoors.

**COMPENSATION:**

1. Yearly contract based on academic calendar as determined by the Board of Trustees and

employee placement on the district's current salary schedule. Placement is determined by employee's experience and education level. Generally 180-190 days.

2. Comprehensive benefit package.
3. Certain specific assignments may require additional workdays (extended contracts) as determined by district administration.

**EVALUATION:**

- Employee's performance in this position will be evaluated by the Principal and/or designee in conformance with district policy.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The physical demands and work environments described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The requirements listed are representative of the knowledge, skill, and/or ability required. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**AN EQUAL OPPORTUNITY EMPLOYER**

Employee Printed Name _____

Employee Signature _____ Date _____

My signature acknowledges I have been provided a copy of this job description