



## ADMINISTRATIVE JOB DESCRIPTION OF HIGH SCHOOL ATHLETIC DIRECTOR

### QUALIFICATIONS:

1. Masters Degree or higher.
2. Minimum of five years of teaching/coaching experience. Administrative experience preferred.
3. Valid Ohio Certificate as an Administrator or a degree in Sports Administration/Management.
4. Ability to develop, organize and implement programs.

### REPORTS TO:

Building Principal

### SUPERVISES:

Athletic Program

### JOB GOAL:

To provide leadership, collaboration, and coordination in the area of the athletic program of the high school.

### PERFORMANCE RESPONSIBILITIES:

1. Coordinates the 9-12 athletic program in collaboration with principals and coaches to ascertain programmatic needs on an annual basis, as well as prior to each season to insure consistency of program.
2. Initiates the recruitment and selection of coaches and makes employment recommendations to the building principal.
3. Supervises and evaluates all coaches at the high school level.
4. Schedules all high school athletic contests, issues contracts for the contest, and maintains the proper and necessary records.

5. Ensures officials are scheduled and contracts are issues for all high school contests. Maintains an active file of officials under contract and pays officials following the contact.
6. Arranges transportation for all away high school contests.
7. Supervises the preparation and verifies all athletic eligibility lists.
8. Supervises high school athletic contests and acts as the host to officials and visiting schools. Oversees the supervision of contest employees and volunteers who work the athletic contest. Arranges for personnel to supervise contests as needed.
9. Supervises athletic funds, prepares and administers a detailed operating budget for the athletic program and submits it to the building principal. Orders all equipment and maintains a current inventory of all athletic equipment.
10. Advises and ensures all coaches conform with Board, OHSAA, league policies and regulations and with state and federal laws. Attends league and district meetings. Ensures all coaches have successfully completed required inservice programs.
11. Supervises and is responsible of preparation for home contests.
12. Provides leadership for and serves as liaison to high school athletic booster groups and coordinates, with the coaches, the support group for specific athletic programs.
13. Other duties as assigned by the Superintendent and or his/her designee.

**CONDUCT:**

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

**TERMS OF EMPLOYMENT:** 246 contract days per year beginning August 1  
20 paid vacation days  
 226 work days

Salary as established by the Board of Education  
 Level 12

*The Dublin City School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.*

Aug. 2005

