

## **Washington West Supervisory Union Job Description**

**JOB TITLE:** Athletic Director - CBMS

**FLSA STATUS:** Non-Exempt

**UPDATED:** FY 2014

**POSITION OBJECTIVES:** To provide leadership and direction for all athletic programs for the purpose of providing each enrolled student the opportunity to participate in athletic activities that will foster enjoyment, physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of the sport and the principles of fair play.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

### **Personnel**

- Hire and evaluate coaches in collaboration with the school principal.
- Secure event personnel (scoreboard, announcer, etc.) as needed.
- Arrange for and administer mandatory training for all coaching staff consistent with WWSU policy and Federal OSHA regulations.
- Distribute and review the coaches' guide with all the coaches and enforce compliance with such.
- Inform coaches of professional development opportunities.

### **Scheduling**

- Schedule all interscholastic athletic contests.
- Publish and disseminate schedules.
- Arrange and schedule bus transportation for all away contests.
- Communicate with school office to make game-day contact with schools to confirm games.

### **Communication**

- Communicates/collaborates effectively with parents concerns by phone and/or in writing.
- Publicize information relating to school athletics (game schedules, final scores, etc) via the school newsletter and school web site.
- Maintain communication via email, telephone and/or personal contact with main office, other schools, VPA, coaches, students, teachers, maintenance dept., officials, parents, principal/administration, superintendent, human resources, school board, and event personnel.
- Prepare reports and recommendations to school administration as requested.

### **Event administration**

- Provide and oversee personnel for home games such as officials, site administrator, timers, scorers, announcer, etc. (as needed).
- Oversee facility set-up and breakdown.

### **Other Related Duties**

- Oversee adherence to all VPA regulations.
- Complete VPA applications, surveys and questionnaires as required.
- Oversee sports banquets including the issuing of athletic awards. Supervision of Athletic Equipment and Grounds
- Supervise all ordering, maintenance, distribution, collection, and storage of athletic equipment.

- Maintain accurate inventory of uniforms and equipment.
- Work with maintenance to maintain safe, clean, professional facilities (fields, gymnasium, locker rooms and storage areas), including mowing, lining, cleaning, repairs and construction.
- Maintain and periodically evaluate and/or request repair of athletic facility scoreboards.
- Coordinate, along with principal's office, indoor and outdoor facility rentals by non-school organizations, and use by school organizations.

### **Budgeting**

- Prepare athletic department budget based on needs and available resources.
- Submit budget to Principal.

**SUPERVISION RECEIVED:** Reports to and evaluated by the School Principal.

**SUPERVISORY RESPONSIBILITIES:** Responsible for the hiring/firing, supervision, and evaluations of all athletic department personnel, Athletic Trainer, all coaches (head, assistant, varsity, junior varsity, freshman, and volunteer).

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Must hold a master's degree, or its equivalent, in education or other appropriate discipline such as, but not limited to: athletic training, physical education, exercise physiology, health, or other related fields plus 5 years of relevant experience.
- **Certifications and Licenses.** Valid Vermont Professional Educator's License (Level II preferred) with a Supervisors or Principals endorsement. Valid Vermont driver's license preferred.
- **Language Skills.** Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, students, regulatory agencies, or members of the school community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to administrators, public groups, and school boards.
- **Mathematical Skills.** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Reasoning Ability/Mental Requirements.** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.
- **Communication & Interpersonal Skills.** Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

**PHYSICAL EFFORT AND STRESS:** Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to reach with hands and arms, stoop, kneel and crouch. The employee must occasionally lift and/or move up to 100-150 lbs. with assistance when needed. Specific vision abilities required by this job include close vision, distance

vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Ability to effectively handle stressful situations and resolve conflicts.

**WORKING CONDITIONS:** While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate to loud.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.