

**Athletic Director***Certified Position - 5115*

<u>Salary</u> Based on Experience & Education	<u>Days</u> TBD	<u>Reports to:</u> Principal
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**SCOPE OF RESPONSIBILITIES**

- Provides leadership to the school/district in coordinating all athletic events and works to instill positive self-concepts and sportsman like attitude among students
- Supervises students and coaches

**PERFORMANCE RESPONSIBILITIES**

1. Assists the principal in the general management and smooth operation of all athletic events for the school
2. Assists the principal in the assigning of coaching staff, in scheduling athletic events, and in arranging for necessary transportation
3. Acts as the purchasing agent for all athletic equipment and supplies for the school
4. Prepares a budget for the athletic program
5. Prepares and files contracts for athletic events scheduled
6. Secures officials for events when they are not scheduled by the assigning secretary
7. Assumes responsibility for supervision of home athletic events
8. Supervises the overall charge of storage and maintenance of athletic equipment, lockers and dressing rooms
9. Arranges for additional staff to assist in events, including timers, scorers and any other personnel as needed
10. Maintains charge of parking arrangements for athletic events
11. Assumes responsibility of managerial duties relating to tournaments as assigned by the Principal
12. Maintains regular and predictable attendance
13. Adheres to the professional code of ethics
14. Successfully utilizes technology as appropriate in job function
15. Performs any other such duties designated by the Principal

**MINIMUM QUALIFICATIONS**

1. Kentucky certificate, license, or other legal credential required
2. Experience and such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable