

JEFFERSON COUNTY SCHOOL SYSTEM

JOB DESCRIPTION

ATHLETIC DIRECTOR

Qualifications

1. Valid Tennessee teacher license with appropriate endorsements
2. Appropriate administrative and coaching or athletics related administrative experience

Essential Duties and Responsibilities

1. Organize and administer the overall program of extracurricular athletics for the school system;
2. Provide leadership in the selection, assignment, and evaluation of athletic coaches and staff members;
3. Foster good school-community relations by keeping the community aware of and responsive to the athletic program;
4. Assumes responsibility for the organization and scheduling of all interscholastic events;
5. officials, team physicians, and security officers as required, and assumes general responsibility for the proper supervision of home games;
6. Arranges transportation for athletic contests participants;
7. Arranges provisions for meals for athletes and coaches whose opponent is 60 miles or more from a district boundary line;
8. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities;
9. Verifies each athlete's eligibility according to established physical and academic requirements of eligibility for participation in each sport;
10. Prepares and administers the athletic budget;
11. Requisitions program supplies and equipment;
12. Supervises all ticket sales and fund-raising events of the athletic program, and assumes participation in each sport;
13. Arranges all details of visiting teams' needs, including lodging, meals, towels, gymnasium services, and field assistance, as needed;
14. Makes arrangements for non-school use of playing fields and facilities;
15. Arranges field and gym practice schedules;
16. Provides for the physical examination of all athletes prior to the beginning of each season;
17. Administers the school insurance program covering school athletes, and assumes responsibility for all processing of reports and claims;
18. Keeps records of the results of all junior and senior high school athletic contests, and maintains a record file of all awards, including athletic scholarships;
19. Directs any in-school extracurricular programs designed to foster support for the athletic teams and school spirit among non-participants;
20. Plan and supervise annual recognition programs for school athletes