Liberty Union High School District Human Resources

EXTRA-DUTY PAY JOB DESCRIPTION

JOB TITLE:

ATHLETICS DIRECTOR

GENERAL DESCRIPTION:

Under the direction of the principal, the Athletics Director is a certificated employee who will take responsibility for organizing the school's interscholastic athletic program including the acquisition and evaluation of coaches, the orientation of parents and students regarding requirements to be a student athlete, ensuring adequate facility preparation for games and practices, helping coaches acquire needed equipment and uniforms for school teams and generally ensure that the school's athletic program complies with BVAL and NCS eligibility and competition guidelines.

SPECIFIC DUTIES:

> Provide post-season evaluations for each head varsity coach

> Identify coaching openings and see that they are posted per district HR guidelines

> Ensure that coaches are aware of BVAL and NCS guidelines re: season of sport, athletic

eligibility and other operating bylaws and agreements that govern interscholastic competition > Represent the school at league or section gatherings of athletic officials

> Communicate with site and district administration re: the adequacy of the school's athletic facility, including playing surface, scoreboard, and lockerroom condition, where appropriate.

> Communicate with head varsity coaches re: the adequacy of uniforms, equipment and safety gear and assist them in accessing additional resources when necessary.

> Either personally conduct or ensure that respective varsity head coaches conduct parent and student orientation activities that state the expectations and requirements.

> Ensure that teams at all levels are formed and operated according to district guidelines

> Ensure that coaches know that fund-raisers proposed by student teams must get prior approval from appropriate student body, and, when appropriate, site administration

> Help supervise evening varsity home contests, especially football, volleyball, basketball and wrestling

> Serve as school liaison to parent booster club organizations

> Articulate with outside youth sports organizations regarding use of the facility and availability of student athletes as well as feeder school athletic officials

> Take general responsibility for the school running a clean and competitive athletic program

QUALIFICATIONS:

> Excepting special circumstances, must be a credentialed teacher or counselor at the school

- > Minimum of three years experience in coaching high school interscholastic sports
- > Good oral and written communication skills
- > Knowledge of school, district, league and section guidelines for student athletic teams

> Comfortable speaking before a large audience of students, staff or parents

COMPENSATION:

Stipend identified in the LEA Contract Two period reduction in work load per district formula IMMEDIATE SUPERVISOR: Principal

<u>AFTER-HOURS COMMITMENT:</u> More during fall and winter seasons when 5-7 hours per week is normal due to # of home varsity evening games, reduces to 2-3 hours in spring. Must attend home varsity football, volleyball, wrestling and basketball games unless excused by principal