

SCHOOL DISTRICT OF ALACHUA COUNTY

TEACHER, ATHLETIC DIRECTOR

JOB DESCRIPTION

FLSA: Exempt BARGAINING UNIT ELIGIBILITY: Yes
SALARY SCHEDULE: Instructional

QUALIFICATIONS:

- (1) Bachelor degree from an approved accredited educational institution.
- (2) Minimum of three (3) years coaching experience.
- (3) Certified or qualified in accordance with Florida Statutes and State Board Rules.
- (4) Meet Federal Highly Qualified Guidelines as applicable.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to plan and organize. Ability to lead and direct others. Skill in public speaking. Ability to promote the total athletic program. Knowledge of Florida High School Athletic Association (FHSAA) rules, State statutes, State Board rules and local School Board policies related to graduation requirements, college requirements and eligibility. Knowledge of the Code of Ethics and Principles of Professional Conduct. Ability to schedule and coordinate a variety of activities. Knowledge and skill in developing and managing budgets. Ability to read, interpret and enforce rules and statutes. Ability to supervise and monitor. Ability to establish and maintain effective working relationships. Knowledge of rules and regulations required by Title IX. Skill in oral and written communication with students, parents and others. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others.

REPORTS TO:

Principal

JOB GOAL

To assist the Principal in planning and implementing an athletic program to promote growth and maturation of students.

SUPERVISES:

Athletic coaches and Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Coordinate eligibility requirements for participation in all sports.
- *(2) Coordinate schedules of all sports and practices.
- *(3) Develop and administer the athletic staff budget. Recommend athletic purchases and expenditures to the Principal.
- *(4) Coordinate the use, proper maintenance and care of all athletic facilities.
- *(5) Inform the coaching staff and school informed of decisions made by the FHSAA concerning athletics and the participants.
- *(6) Ensure the proper mailing of all correspondence involving schedules, eligibility and contracts.

TEACHER, ATHLETIC DIRECTOR (Continued)

- * (7) Manage all athletic activities and assist with audience control, finance and security of facilities.
- * (8) Assist principal in the selection, assignment and evaluation of athletic coaches and staff.
- * (9) Supervise all ticket sales and fund-raising events of the athletic programs and assume responsibility for proper handling of funds.
- * (10) Arrange for security, ticket sales, officials and other resources necessary for home events.
- * (11) Arrange transportation for athletic contest participants as required.
- * (12) Administer the insurance program covering school athletes, and assume responsibility for all processing of reports and claims.
- * (13) Ensure that all required forms are turned in and are on file.
- * (14) Plan and supervise recognition programs for school athletics.
- * (15) Coordinate the acquisition and inventory of equipment and supplies necessary to conduct the program.
- * (16) Foster good school/community relations by keeping the community aware of and responsive to the athletic program.
- * (17) Oversee and work with booster clubs or other support groups of athletic activities.
- * (18) Act as the school's liaison with FHSAA, colleges and universities.
- * (19) Attend FHSAA sponsored clinics held for athletic directors to update skills and techniques for the athletic program.
- * (20) Inform the principal of problems encountered and progress made in the athletic program. Assist Principal in making athletic program and physical education department decisions.
- * (21) Conduct personal assessment periodically to determine professional development needs with reference to specific instructional assignment.
- * (22) Foster student responsibility, appropriate social behavior, integrity, appreciation of cultural diversity, and respect for self and others by role modeling and learning activities.
- * (23) Communicate effectively, orally and in writing with other professionals, students, parents and community.
- * (24) Collaborate with students, parents, school staff and other appropriate persons to assist in meeting student's needs.
- * (25) Engage in continuing improvement of professional knowledge and skills.
- * (26) Demonstrate punctuality and regular attendance.
- * (27) Assist in enforcement of school rules, administrative regulations and Board policy.
- * (28) Comply with policies, procedures and programs.
- * (29) Act in a professional and ethical manner and adhere at all times to the *Code of Ethics* and *Principles of Professional Conduct*.
- * (30) Support school improvement initiatives by active participation in school activities, services and programs.
- * (31) Manage materials and equipment effectively.
- * (32) Instruct and supervise the work of volunteers and aides when assigned.
- * (33) Supervise students at all times to ensure a safe and orderly environment.
- * (34) Maintain accurate and complete records in accordance with District procedures.
- * (34) Maintain confidentiality of student and other professional information.
- * (36) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral or reporting actions.
- (37) Perform other duties as assigned.

TEACHER, ATHLETIC DIRECTOR (Continued)**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the Board's approved salary schedule.

Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 10

Adopted: 7/20/10