

SUPPLEMENT PERFORMANCE RESPONSIBILITIES

TITLE: Athletic Director

QUALIFICATIONS:

- Required: Valid Florida Educator’s Certificate
- Recommended: Experience as an Athletic Director and Coach of Several Sports

REPORTS TO: Principal and District Athletic Director

SUPERVISES: All Coaches in All Sports

JOB GOAL: To plan, organize and supervise programs in interscholastic athletics.

PERFORMANCE RESPONSIBILITIES:

- The athletic director’s first responsibility is the welfare and safety of all students who are participating in athletics.
- Assist the principal in selection and evaluation of the coaching staff.
- Coordinate the athletic program. Assist and advise the coaches and participants of the various sports. Be certain that all coaches fully understand the school’s philosophy, objective and policies.
- Represent the school at athletic conference meetings in the absence of (or with) Principal.
- Manage the athletic events:
 - Coordinate use of facilities for all teams (practices and games).
 - Schedule the teams for interscholastic competition. A coach may develop his/her own schedule with the approval of the athletic director.
 - Assist the coaches in making travel arrangements for events held away from the home site.
- Develop and administer the athletic budget.
- Assume the responsibility for inventorying the athletic equipment and supplies.
- Recommend approval of athletic purchases to the principal.
- Coordinate the eligibility requirements of participants in all sports.
- Coordinate the insurance coverage of team members in all sports.
- Develop a positive public relations program in the school and the community.
- Keep the principal informed of problems encountered and progress made in the athletic program.
- Coordinate use of the assigned certified athletic trainer in accordance with the provisions of the annual contract with UF.
- Know rules and regulations required by Title IX, Florida High School Athletic Association and district policies regarding interscholastic athletics.

TERMS OF EMPLOYMENT: Annual Appointment by Principal

EVALUATION: Principal and District Director of Athletics

Approved by: _____ Date: _____
(Principal)

Reviewed and agreed to by: _____ Date: _____
(PRINT – Employee’s Name)

Reviewed and agreed to by: _____ Emp. ID #: _____
(Employee’s Signature)

**IRS REGULATIONS REQUIRE A WITHHOLDING RATE OF 28%
ON ALL SUPPLEMENTAL PAY AS OF JANUARY 1, 1994.**