

# **CITY OF AUGUSTA**

## **Department of Public Schools**

### **JOB DESCRIPTION**

**TITLE:**                   **ATHLETIC DIRECTOR**

**REPORTS TO:**           **High Principal**

**SUPERVISES:**           High School and Middle School Coaches and Assistant Coaches

**JOB GOAL:**             To provide each enrolled middle school and high school student an opportunity to participate in an extracurricular athletic activity that will foster a sense of worth and competence, physical skills, a knowledge and understanding of the pleasures of sports, and the principles of fair play and sportsmanship.

**QUALIFICATIONS:**

1. Must hold minimally a valid Maine Department of Education 045 Assistant Building Administrator endorsement. A 215 Athletic Director endorsement is preferred
2. Knowledge of local, State, and Federal regulations pertaining to school athletics, current research, theory, and pedagogy as it relates to athletics.
3. Ability to communicate effectively both orally and in written form.
4. Displays a philosophy that is compatible with that of the school department.
5. Successful experience as a coach.

**PERFORMANCE RESPONSIBILITIES:**

1. Administration
  - a. Arrange transportation for events
  - b. Hire and supervise personnel for home athletic events
  - c. Attend all appropriate meetings of Kennebec Valley Athletic Conference, Capital Area Middle School League, and other meetings as assigned.
  - d. Schedule all athletic teams for games and tournaments, including interscholastic athletic events.
  - e. Supervise all ticket sales for home games and tournaments
  - f. Maintain records of team and individual performance for all teams
  - g. Publicity of games/events and printing of season schedules
  - h. Attend home games as often as possible

- i. Responsible for assuring the Maine Principals' Association forms are submitted in a timely fashion
  - j. Assure adherence to District safety policies and timely reporting, recording and filing of all staff/student accidents
2. Supervision of Student/Athletes
  - a. Verify that all participants have had physical exam and maintain appropriate records
  - b. Verify all participants are academically eligible to participate
  - c. Obtain a signed *Extra Curricular Code of Conduct* from all players and conduct investigations of any violations of the code of conduct
  - d. Plan and supervise seasonal or annual recognition programs(s) for athletes
3. Equipment maintenance
  - a. Ensure all equipment is properly inventoried
  - b. Purchase, in cooperation with appropriate coaches, the supplies, informs and equipment for all teams
  - c. Supervise cleaning, storage and care of all athletic equipment
4. Facilities management
  - a. Work with City Parks & Recreation and/or Building Maintenance to ensure maintenance of athletic fields/facilities
  - b. Make necessary arrangements for use of school and city play fields and facilities
  - c. Arrange with the coaches the development of practice schedules for those sports where there is multi-use facilities
5. Budget
  - a. Prepare athletic budget for the high school and middle school programs
  - b. Expend with building administration funds allocated for athletics
6. Evaluations and Employment
  - a. Interview and select coaches with building administration as needs arise, as well as, supervise and evaluate head coaches
  - b. Supervise and evaluate assistant coaches with head coaches
  - c. Evaluate and supervise the athletic trainer with input from various coaches
  - d. Verify MPA's eligibility for all high school coaching staff and athletes
  - e. Submit names to the Superintendent for nomination prior to activity/sport
  - f. Provide and/or arrange in-service coaching activity for coaching staff
7. Other Duties
  - a. Coordinate all Homecoming Week events
  - b. Monitor all Board approved club sports and provide Board with annual report on participants by school and gender, number of coaches, parent advisors, volunteers, number of practices, and events (meets)

- c. Attend monthly Booster Club meetings
- d. Coordinate sport-related fundraising activities
- e. Other duties and responsibilities as the administration may assign

**TERMS OF EMPLOYEMENT:**

230 day contract year, less 12 paid holidays.

Salary and Sick Leave in accordance with the Augusta School Department Administrative Comprehensive Agreement.

Performance to be evaluated annually by the Principal.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.***

- **External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.**

Approved by: \_\_\_\_\_  
Superintendent of Schools

Date: \_\_\_\_\_