

Gateway School District Position Description

Position Title: **Athletic Director**
Location: Sports Complex
Reports To: Assistant Superintendent/Senior High Principal(s)
Term: 12 month contract

Minimum Qualifications:

- Bachelor's Degree in related field, or an equivalent combination of training or experience
- Demonstrate experiences and competence with a sports program
- Knowledge in the areas of school law
- Strong leadership and personal drive
- Strong communication skills
- An entrepreneurial spirit and a proven track record
- Clearances - Current Child Abuse (Act 151), FBI (Act 14) and Criminal Record (Act 34) required
- Such alternatives to the above qualifications as the Board may find
- Demonstrated experiences and competence in the use of technology
- Clearances - Current Child Abuse (Act 151) and Criminal Record (Act 34) required

Goals:

This position is accountable for all essential duties and responsibilities mentioned below as well as, the usual scheduling of practices, games/matches, tournaments, transportation, officials, including the use of facilities for WPIAL and PIAA championship games/matches; facilities and equipment preparation and maintenance, inventories, financial accounting; coach evaluations, discipline, and selection of coaches, meeting with recruiters and communications of NCAA rules; Providing after school tutoring opportunities for student athletes, Representing the District at all athletic director meetings at local, county and state level. Provide supervision and having a presence at games

Essential Duties and Responsibility:

- Compliance, data collection, reporting and professional development on:
- Equity in interscholastic athletic disclosures bill passed on June 30th

- Concussion laws
- Clearances for coaches and umpires
- Sudden cardiac arrest
- Use of certified athletic trainer and certifying weight room supervisors
- Provision for access to athletics for student with disabilities
- MRSA Monitoring
- Academic eligibility

- Represent the Principal(s) at all meetings involving the athletic interest of the District
- Implement and enforce the athletic policies of the District
- Arrange the scheduling of all athletic events with the cooperation of the head coaches involved
- Arrange the scheduling of all physical facilities of the school for all scheduled athletic events and practices. Work with the maintenance supervisor in making utilization of the facilities by all school groups. Also, to work cooperatively with the coaches, supervisors of student activities and the maintenance supervisor
- Provide game officials in all sports with private dressing facilities separate from team areas
- In cooperation with the Transportation Department, provide for the necessary transportation for away athletic events
- Maintains records making sure that all athletic participants have parental permission, a physical examinations, insurance and an emergency card
- Maintain records to certify the eligibility of all athletic participants in regards to academics and attendance to comply with state, school, league and conference regulation
- Arrange for trainer services provided for all home athletic events
- Arrange for ambulance service and an attending physician at all home football games
- Make all arrangements necessary for the complete staging of each home athletic contest or event
- Provide for qualified adult supervision of athletic participants in all phases of athletics including training practices and events
- Assist the Principal in determining the personnel needed to run a successful athletic program. To include the selection and evaluation of all coaches
- Cooperate with the public relations facilities of the school and community in representing the athletic program to the public
- Maintain records of all letter winners and scholar/athlete tee shirt awards
- Arrange for ordering letter, pins, certificates and plaques that are awarded to athletic letter winners
- Attend as many athletic events as possible or have a representative at these events. All spectator paid events will have the athletic director or his representative present. The athletic director shall be present at any activity where the size of the crowd could possibly create a problem.

- Arrange for security and supervision at all spectator events
- In cooperation with head coaches and the Principal, develop the athletic budget for the following year
- Arrange for an outside organization to judge and select the three cheerleading squads
- Prepare eligibility rosters to be sent to competing schools
- Arrange for final payment of supplemental contracts with the Payroll Office
- Serve as a liaison with all athletic booster organizations
- To make and approve all contracts affecting athletic contests
- Direct expenditures of funds for athletics, including equipment in the school district
- Prepare and revise the Athletic Handbook
- Ensure that the maintenance staff maintains all athletic fields and gymnasiums in proper condition for athletic events and handle matters affecting possible cancellation due to weather or other conditions
- Work in conjunction with head coaches on student/athletic scholarships
- Supervise the development of an intramural program
- Prepare practice schedules for the use of all athletic fields and gymnasiums
- Make recommendation to the Athletic Committee with regard to ticket prices and official fees
- Keep accurate records of all income (gate receipts) deposits and withdrawals for the Athletic Activity Account
- Supervise the sale of all tickets for paid spectator athletic events
- Submit a monthly report on the Athletic Activity Accounts itemizing each transaction
- Provide worker assistance at all athletic events and maintain records of the employment of these workers
- Provide for the advertising of, publicity for, an implementation of all pre-game and pre-season sales of tickets
- Provide for the ticket needs of visiting schools
- Conduct well advertised advanced ticket sales for students
- Maintain accurate ticket sales records for all games
- Deposit all monies into the proper accounts
- Arrange for ordering student, adult and reserve seat tickets
- Prepare check authorization forms for payment of officials, and any other payments made from the Athletic Activity Account

Supervisory Duties:

- Supervise and evaluate all staff members associated with the Sports program

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Confidentiality:

Respect and maintain the highest degree of confidentiality with regard to personnel and student records, personal communication from members of the community, School Board and staff.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Must have the ability to write routine reports, correspondence and to speak effectively before parents, staff and students.

Computer Skills:

Demonstrate proficiency with IBM-based or MAC based personal computers and programs such as Windows 95/98/00, Office 97, spreadsheets, database, and presentation programs.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Must have the ability to compute rate, ratios, and percent.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with multiple problems.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel or crouch. The employee occasionally is required to lift and/or push up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision and depth vision perception. Good hearing abilities required.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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