



Job Title: **High School Athletic Director**

Department: **High Schools**

Supervisor: **School Principal**

Lane Placement: **Licensed Salary Schedule 186**

Schedule: **8 hrs / 186 days** Evaluation Group: **CTESS**

FLSA Classification: **Exempt**

JOB DESCRIPTION

Under the direction of the high school principal and in addition to the essential duties outlined in the appropriate secondary teacher position description, a school athletic director will be responsible for the overall leadership and coordination of the high school athletic program for the assigned school.

ESSENTIAL FUNCTIONS

- Act as an advisor to the principal on matters involving athletics.
- Maintains a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information.
- Aid the principal in the selection of coaching personnel and volunteers.
- Ensure that all activities conform to the policies of the school, district and UHSAA.
- Meet with coaches to have yearly contracts signed.
- Evaluate all head varsity coaches annually.
- Assist the coaching staff in solving any staff, student-athlete, or parent problems that arise.
- Oversee the work of the athletic trainers.
- Keep the coaches' policy manual and the student athletic handbook up-to-date.
- Ensure that each varsity coach maintains an accurate inventory of equipment and materials. Communicate inventory needs to the principal.
- Work closely with the principal to develop and enforce an athletic/academic code of conduct that is consistent with the goals of the staff, administration and school district.
- Promote good faculty and community relations.
- Support teams and assure rosters, pictures and other UHSAA requirements for post-region play.
- Ensure compliance with District policy, including policy on hazing.
- Serve as a liaison between athletic booster groups, coaches and principal.
- Ensure that all coaches are cleared through Human Resources to coach.
- Assist in the responsibility for certification of coaching staff.
- Provide training to all coaches regarding rules and policies.
- Prepare an annual budget for principal approval and implement the budget within the allocation.
- Assist with fundraising activities as directed by the principal.
- Ensure all athletes have up-to-date physical examinations.
- Ensure that parents and students sign all appropriate documents for participation.
- Track and enforce athletic eligibility policies of the region and UHSAA.
- Assist in the recognition, letter certificates, awards and letters of recommendation for student athletes.
- Schedule and request payment of officials for all athletic contests.
- Secure transportation for all athletic contests.
- Organize and supervise support staff for athletic contests (i.e. announcers, scorekeepers, timers, and ticket takers).

- Work with the principal to provide adequate administrative supervision at games, including supervisory assignments.
- Schedule, assign and request payment for all police officers used at athletic contests.
- Prepare, mail and file all athletic contests contracts.
- Schedule adequate practice and playing facilities.
- Assist in the requisitioning and issuing of athletic equipment.
- Be in charge of game management.
- Monitor weather conditions to allow timely notification to opponents for delayed or postponed games.
- Work with administration and opponent to reschedule games not held due to weather conditions or other unforeseen problems.
- Meet visiting team.
- Ensure fields and gyms are set-up for play.
- Meet and greet and ensure safety of officials for all home contests.
- Ensure all equipment is working (score clock, lights, sound system, etc.).
- Arrange for National Anthem performance.
- Oversee half-time activities.
- Assist in the responsibility for the care of athletic facilities.
- Observes and corrects or reports any concerns that deal with safety in relation to facilities, practices and events.
- Regularly inspect fields and equipment for safety and risk-management.
- Submit work orders for repairs, as necessary.
- Perform other duties as assigned by the principal.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Bachelor's degree required, Master's degree preferred.
- Requires a valid Professional Educator License for the State of Utah.
- Current National Board Certified Athletic Administrator credentials preferred.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- While performing the duties of this job, the employee is regularly required to speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to use hands to handle or feel and must occasionally climb or balance.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/11/2020