

EPPING SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: HIGH SCHOOL ATHLETIC DIRECTOR

GENERAL DESCRIPTION: The High School Athletic Director provides administrative leadership in planning, implementation, coordination, supervision, and evaluation of interscholastic athletic programs for the high school. The High School Athletic Director promotes extracurricular athletic activity that fosters skill development, understanding of sports, and appreciation for a variety of athletic activities and programs, teaming, and sportsmanship for students and adults.

QUALIFICATIONS:

1. Bachelor's Degree from an accredited institution
2. Experience as an athletic director or head coach
3. NH certification in a related field
4. First aid and CPR certification or eligibility for certification

KNOWLEDGE: Requires knowledge in Title IX, NH Interscholastic Athletic Association (NHIAA) rules, NH Department of Education rules, and School District Policy.

SKILLS: Requires demonstration of strong leadership skills to work as part of an administrative team, promote and support student activities as well as staff needs, problem solving skills to support student success, service-related people skills, verbal and written communication skills, organizational skills to balance demands of a multi-tasking position, and technology skills in the areas of office software, student database systems, and office equipment operation.

ABILITIES: Requires excellent attention to detail and follow through to meet interscholastic athletic responsibilities, significant confidential responsibilities due to student and staff issues, and fiscal responsibilities in the areas of school budget.

CLASSIFICATION: This position is designated as an administrative position.

REPORTS TO: High School Principal, evaluation in accordance with District and Board Policy

SUPERVISES: Coaches

PERFORMANCE RESPONSIBILITIES:

RULES & REGULATIONS

1. Follow all rules and regulations of the NHIAA, including preparing eligibility lists, submitting schedules, dues, team records, and other documents that pertain to NHIAA.
2. Follow all school rules and regulations and school board policy.
3. Communicate and enforce that all high school athletes will be supervised at all times.
4. Work with principal in resolving problems of discipline concerning athletes.

ATHLETIC ADMINISTRATION

1. Prepare and maintain a budget for interscholastic athletic programs, and assist the facilities supervisor in developing a facilities and grounds budget.
2. Prepare reports as required by the administration.
3. Work with the principal to improve the high school athletic program.
4. Report and document all athletic injuries.
5. Verify that all participants have a physical examination, proper permission forms, and insurance verifications before the start of tryouts per school board policy.
6. Check student eligibility per NHIAA and school board policy.
7. Plan, supervise, and attend recognition programs for school athletes.
8. Assist with the monthly athletic calendar in conjunction with the principal and Middle School Athletic Director.
9. Volunteer to be on committees whenever possible.
10. Supervise on-site athletic activities and perform athletic-related administrative duties during the months of June, July, and August as needed.
11. Coordinate the use of district facilities and fields prior to each athletic season in a timely manner to address the needs of the middle school, high school, and community.
12. Assist with the contracting of non-district owned facilities and fields as directed.
13. Assist facilities supervisor with inspecting fields and facilities and recommending repair or maintenance in a timely manner prior to events.
14. Assist facilities supervisor with initial layout and lining of the athletic fields at the beginning of each season and for special events.

SUPPLIES, EQUIPMENT & UNIFORMS

1. Keep an updated inventory of all athletic equipment and uniforms.
2. Keep supplies, equipment, and uniforms in satisfactory condition, and order all new and replacement supplies, equipment, and uniforms when necessary.
3. Inspect all athletic areas for cleanliness and the proper storage of all athletic supplies, equipment, and uniforms.
4. Provide each coach with equipment, team medical supplies, and uniforms prior to the season and insure that each coach returns all equipment, unused supplies, and uniforms using a checklist.

EVENTS

1. Schedule the use of all athletic facilities and fields for high school athletic games and practices following school procedure and in coordination with Middle School Athletic Director.
2. Coordinate with the facilities supervisor to see that all playing surfaces are properly conditioned for all home games, and coordinate with non-school personnel for the use of non-school district playing facilities, if necessary.
3. Coordinate with non-school personnel the use of non-district athletic facilities and grounds.
4. Arrange for officials for all interscholastic events and make arrangements for payment of officials.
5. Be present or arrange for a school representative to be present at all home games, and assign a head coach to assume responsibility at all away games.
6. Arrange for employees for all home games including ticket sellers and takers, police officers, custodians, timekeepers, scorekeepers, etc.
7. Arrange for the availability of medical supplies, and the presence of an athletic trainer at all

home contests.

8. Assume responsibility for cancellation of games as circumstances require to protect athletic participants and district resources and rescheduling in the event of cancellation and notification to facilities supervisor.

TRANSPORTATION

1. Arrange and confirm bus or other transportation for athletic participants.
2. Verify that all participants have proper permission forms for alternative transportation if requested.
3. Communicate the athletic transportation policy to all coaches responsible for away game transportation.

COMMUNICATION

1. Conduct athlete, parent and coaches meetings as needed.
2. Represent the schools and district at NHIAA meetings and events.
3. Communicate issues with school and non-school athletic facilities and fields to the facilities director.
4. Work with coaches to make sure that all student athletes and parents know the rules and regulations.
5. Act as a liaison between coaches, the athletic booster club, and other Epping athletic organizations.
6. Maintain an open line of communication with local athletic teams regarding use of Epping athletic facilities and fields and accommodate if possible.
7. Maintain an open and constant line of communication with the Middle School Athletic Director to fulfill both the middle school and high school athletic programs.
8. Develop, review, and revise the athletic handbook and any athletic agreements that each athlete, parent, and coach must abide by, with recommendations from administration and coaches, and subject to school district approval.
9. Promote and model good sportsmanship and maintain an active program that welcomes competing teams, guests, and game officials.
10. Coordinate publicity and news releases to the media and district communication committee.
11. Arrange for videotaping of key high school athletic events.
12. Follow a chain of command of:
 - Athlete/parent to coach
 - Coach to athletic director
 - Athletic director to principal.

SUPERVISION

1. Supervise and evaluate all coaches on an annual basis.
2. Assist the school principal in interviewing and making recommendations for renewing and hiring of new coaches.
3. Report all hires to central office for the application and background investigation processes.
4. Issue all athletic contracts.
5. Provide orientation and in-service programs for coaches.
6. Revise as needed district criteria for evaluating, renewing, and hiring of coaches annual contracts.
7. Work with principal in problems of discipline concerning coaches.

WORKING ENVIRONMENT: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk and hear. The employee is regularly required to use hands to manipulate, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch. The employee is required to supervise students requiring the employee to match walking speed that matches the student and may at times require the ability to run to safeguard students. The employee must occasionally lift, carry, move and/or restrain school-age students. Employee must occasionally move equipment and/or supplies. Employee is occasionally required to drive. Employee is regularly required to handle stressful situations and resolve conflicts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The job is performed for the most part in a school setting with occasional outside weather conditions. The noise level is that of a typical school setting and/or athletic event.

TERMS OF EMPLOYMENT:

1. Year round position subject to responsibilities of position
2. Hours subject to responsibilities of position and may frequently require evening and weekend duty
3. Clear criminal background check
4. Verification of health to perform job
5. Valid NH certification
6. Valid driver's license
7. Administrative contract with salary and benefits defined by school district policy

The Epping School District is an Equal Opportunity Employer. Position is subject to Epping School District policy, rules, and regulations.