

EPPING SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: MIDDLE SCHOOL ATHLETIC DIRECTOR

GENERAL DESCRIPTION: The Middle School Athletic Director provides administrative leadership in planning, implementation, coordination, supervision, and evaluation of interscholastic athletic programs for the middle school. The Middle 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, Regional Middle School athletics, 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 stipend position.

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

SUPERVISES: Coaches

PERFORMANCE RESPONSIBILITIES:

RULES & REGULATIONS

1. Follow all rules and regulations of the regional middle school league, including preparing student lists, submitting schedules, dues, and other documents as required.
2. Follow all school rules and regulations and school board policy.
3. Communicate and enforce that all middle 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 middle 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 per school board policy.
6. Check student eligibility per school rules and regulations 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.
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. Communicate and coordinate middle school needs for district facilities and fields in a timely manner to the High School Athletic Director.

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 middle school athletic games and practices following school procedure.
2. Coordinate with the High School Athletic Director to see that all playing surfaces are properly conditioned for all home games.
3. Arrange for officials for all interscholastic events and make arrangements for payment of officials.
4. Be present, arrange for a school representative, or be on call for all home games, and assign a coach to assume responsibility at all away games.
5. Arrange for employees for all home games including timekeepers, scorekeepers, and custodians if applicable.
6. Communicate and document medical and emergency procedures and arrange for the availability of medical supplies at all home contests.
7. Assume responsibility for cancellation of games as circumstances require to protect athletic participants and district resources and rescheduling in the event of cancellation.

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 middle school regional meetings and events.
3. Communicate issues with school facilities and fields to the High School Athletic 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 and the athletic booster club.
6. 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.
7. Promote and model good sportsmanship and maintain an active program that welcomes competing teams, guests, and game officials.
8. Arrange for videotaping of key middle school athletic events.
9. Follow a chain of command of:
 - Athlete/parent to coach
 - Coach to athletic director
 - Athletic director to principal.

COACH 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. Assist with the revision as needed of 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 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 stipend contract

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