

ADMINISTRATIVE POSITIONS
POSITION DESCRIPTION: DIRECTOR OF ATHLETICS

TITLE: DIRECTOR OF ATHLETICS

QUALIFICATIONS:

1. Certified or eligible for certification as a Building or District-level Leader as prescribed by the Education Department of the State of New York.
2. A Master's degree from an accredited institution recognized by the Education Department of the State of New York
3. Such other qualifications of academic, professional and personal excellence as the Board of Education may specify.

REPORTS TO:

Superintendent of Schools

SUPERVISES:

Provides supervision and leadership to the district's interscholastic athletic program, including coaches, staff, and student athletes.

POSITION GOAL:

Ensure effective and efficient leadership and management of the interscholastic athletic program.

RESPONSIBILITIES:

1. Organizes and administers a well balanced program of interscholastic athletics for the district, and assures compliance with federal Title IX requirements.
2. Participates in the recruitment, selection, assignment, and evaluation of interscholastic athletic coaches, evaluating all coaches at the conclusion of each sport season. As appropriate, meets with head coaches to review the performance of assistant coaches.
3. Assures that the athletic program adheres to the laws, regulations, and mandates of the State Education Department, the New York State Public High School Athletic Association, the Southern Tier Athletic Conference, and the District.
4. Assists in meeting all health and safety requirements and needs related to the athletic program.
5. Keeps records of the annual operation of the District's athletic program, including student participation, results of all Middle School and High School athletic contests and all award winners, stating the date and type of award, including athletic scholarship awards.
6. Assists in the scheduling of practices, contests, and tournaments and the use of all athletic facilities and playing fields.

7. Provides supervision of home contests and meets, including employing/ supervising additional personnel for effective supervision, safety, and security.
8. Arranges transportation for interscholastic athletic contest participants and coaches.
9. Arranges for meals for athletes and coaches, as appropriate within district guidelines.
10. Prepares and administers the interscholastic athletic program budget and maintains complete inventories of materials and equipment.
11. Arranges for cleaning, storage and care of all interscholastic athletic equipment.
12. Supervises all ticket sales and fund raising events connected with the interscholastic athletic program, and assumes responsibility for proper handling and accounting of monies involved.
13. Arranges to meet visiting interscholastic athletic teams' needs.
14. Provides for the physical examination of all athletes prior to the beginning of each season.
15. Works with the Head Coaches Council to plan and supervise an annual recognition program for school interscholastic athletics.
16. Supervises the activities of the Faculty Athletic Manager.
17. Meets regularly with the Head Coaches Council.
18. Assists in the implementation of collective bargaining agreements established between the Superintendent of Schools and all bargaining units.
19. Fosters good school-community relations by keeping the community aware of, involved in, and responsive to the interscholastic athletic program.
20. Serves as the District liaison to the Athletic Booster Club.
21. Performs other duties as may be assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT

Twelve months a year. Tenure Eligible. Member of Owego Apalachin Administrators and Supervisors Association.

EVALUATION

The Athletic Director's performance will be evaluated annually.