

Laramie County School District #2
2011

Title: Athletic Director
Qualifications: 1. Wyoming Teaching Certificate
2. Multiple coaching endorsements and understands concepts of multiple athletic activities

Terms of Employment 1. Designated by notice of assignment with approval by Board of Trustees
2. Extra Duty Salary Schedule with a potential class load adjustment

Reports to: 1. Building Principal
2. When required to the Superintendent

Essential Functions: Supervisory Responsibilities

1. Assists in the supervisions of coaches and requested sponsors of individual activities and assures that programs are in compliance with the established rules and regulations governing the school district by the WHSAA.
2. Supervises athletic events and upon request other extra-curricular events. Will attend some practices for supervisory duty.
3. Supervises the collection and processing of physicals, insurance, and medical records on student participants and sees these are recorded and kept at the school's main office.
4. Will complete and forward any required forms, reports, etc., to the WHSAA.
5. Assists the building principal in the evaluation of coaches and sponsors.
6. Will assist in the selection/placement of coaches for athletic programs at LCSD #2
7. Will be part of parent coaches/sponsors meetings with parents.

Administrative Responsibilities

1. Notifies transportation department of all athletic off-campus events to ensure transportation arrangements are completed.
2. Schedules all athletics with the approval of the school principal and the superintendent. Provides schedules for the Board of Trustee's consideration. Scheduling decisions should consider other activities or events in the district.

3. Assist in the administration the athletic budget through the building principal and the director of business operations for the district. May be requested to assist in establishing all activity budgets.
4. Directs that up-to-date inventories are maintained by the coach or sponsor of all athletic areas and that adequate equipment and supplies are on hand for athletic events.
5. Arrange for all home athletic events, including scheduling of referees/umpires, score keepers, announcers and any other required personnel
6. Organizes all culminating athletic events or as required, including transportation, lodging, meals and other requirements through discussions with building principal, building secretaries, and the sponsor for the specific athletic or activity event.
7. Assist in the coordination of facility use to ensure the district will be equally accessed by all district sponsored activities.
8. Attends WHSAA, District and conference meetings and makes recommendation to the principal concerning the decisions of these groups.
9. Will serve as the WHSAA representative for the individual school and be a Co-Sponsor for LCSD #2
10. Provide information releases as required by the athletic event or the district.
11. Ensures that all coaches and sponsors are certified and qualified for the activity coaching or sponsorship assignment.
12. Coordinates an appropriate First Aid/CPR class process so that recertification approval can be obtained. Coordinates the procedural requirements of legislative action concerning student concussion prevention and overviews as required by law.
12. Perform all other duties as assigned by the Principal. These duties may be passed through as directives from the Superintendent.