



Athletic Director

Reports To: Building Principal

SUMMARY

Athletic directors (ADs) oversee all aspects of an athletic program, including hiring coaches, scheduling, budget preparation, promotion, compliance, and facility arrangements. Works with coaches and athletes to put teams in a position to succeed and help them reach their potential. They must keep track of quickly changing rules and have the interpersonal skills necessary to work well with coaches in their program as well as school leaders, the public and addressing the concerns of parents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervisory Responsibilities
 - Assists in the supervisions of coaches and requested sponsors of individual activities and assures that programs comply with the established rules and regulations governing the school district by the WHSAA.
 - Supervises athletic events and, upon request, other extra-curricular events. Will attend some practices for supervisory duty.
 - 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.
 - Will complete and forward any required forms, reports, etc., to the WHSAA.
 - Assists the building principal in the evaluation of coaches and sponsors.
 - Will assist in the selection/placement of coaches for athletic programs at LCSD #2.
 - Will be part of coaches/sponsors meetings with parents.
- Administrative Responsibilities
 - Notifies transportation department of all athletic off-campus events to ensure transportation arrangements are completed.
 - 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.
 - Assists in the administration of the athletic budget through the building Principal and the Business Manager for the district. May be requested to assist in establishing all activity budgets. 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.
 - Makes arrangements for all home athletic events, including scheduling of referees/umpires, score keepers, announcers and any other required personnel.

- Organizes all culminating athletic events as required to include transportation, lodging, meals and other requirements, through discussions with building Principal, building Secretaries, and the sponsor for the specific athletic or activity event.
- Assists in the coordination of facility use to ensure the district will be equally accessible to all district sponsored activities.
- Attends WHSAA, District and conference meetings and makes recommendations to the Principal concerning the decisions of these groups.
- Will serve as the WHSAA representative for the individual school and be a Co-Sponsor for LCSD #2.
- Provides information releases as required by the athletic event or the district.
- Ensures that all coaches and sponsors are certified and qualified for the activity, coaching or sponsorship assignment.
- 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.
- Performs all other duties as assigned by the Principal. These duties may be passed through as directives from the Superintendent.

QUALIFICATIONS

- **Education:** Bachelor's Degree or higher in an Education field.
- **Language Skills:** Ability to respond to common inquiries from parents, patrons or staff. Ability to prepare clear, concise, grammatically correct letters, memos and other written documents. Ability to communicate effectively both verbally and in writing.
- **Computer Skills:** General computer skills needed.
- **Other Skills and Abilities:** Ability to follow and successfully complete both written and oral directions. Ability to be precise in given tasks, organized and detail oriented. Ability to read and understand policies. Ability to maintain confidentiality of privileged and sensitive information. Ability to exercise good judgment and independent thinking. Ability to establish and maintain effective filing systems. Ability to perform research and compile information from a variety of sources.
- **Certificates, Licenses, Registrations:** Valid Wyoming Teaching Certificate to include multiple coaching endorsements and current First Aid and CPR Certificate(s). Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Must be able to work both indoors and outdoors depending on the sport and season and work in noisy and crowded environments. Some work is performed in an office requiring the frequent use of communication equipment and computers. This position will require some travel.

Performing the job duties of this position require the following physical demands: some physical exertion to manually move, lift, carry, pull or push heavy objects or materials. Occasional bending, stooping, kneeling, reaching and sitting as well as prolonged standing.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.