

## Litchfield School District - SAU 27

<b>POSITION TITLE: DIRECTOR OF ATHLETICS (HIGH SCHOOL)</b>	
<b>Job Description Approved By:</b> <i>Litchfield School Board</i>	<b>Date:</b> <i>12-10-14</i>
<b>General Purpose:</b>	To provide innovative leadership for and administrative coordination of high school interscholastic. To ensure safety for students and minimize liability to the District.
<b>Reports to:</b>	High School Principal and Superintendent
<b>Supervises:</b>	Supervises athletic personnel.

### **POSITION DUTIES AND RESPONSIBILITIES:**

Except as specifically noted, the following functions are considered essential to this position:

#### **Administrative**

- Responsible to the building principal and the Superintendent or designee.
- Responsible for administrating all athletic policies and procedures included within the framework of the rules and by-laws of the NHIAA and the Litchfield School Board.
- Formally observe high school coaches in order to complete evaluations of job expectations and job assignments, as well as to make recommendations to the High School Principal on continued employment. .
- Responsible for reviewing qualifications of all new candidates for coaching vacancies. Shall facilitate the selection committee, which includes the building principal.
- Administers with building principal procedures for all athletic suspensions and expulsions from teams, and ensures each athlete student “Due Process.” Maintains all files related to such suspensions and expulsions.
- Responsible for determining scholastic eligibility for all high school candidates for athletic teams and co-curricular clubs on a grading period basis and for certifying their eligibility on the proper state forms.
- Works in conjunction with the High School Principal in developing the yearly budget for the athletic and co-curricular programs.
- Assumes responsibility with the High School Principal for assignment of keys to athletic facilities and gymnasium, including physical education facilities.
- Responsible for the annual review and revision of the High School Athletic Procedure and Policy Handbook,.
- Constantly evaluates the program, always seeking ways of improving interscholastic athletics.

#### **Scheduling**

- Responsible for the development of all interscholastic and intramural game schedules at the high school level. A copy of the contract schedule forms shall be maintained in his/her files. He/she shall publish all schedules.
- Make arrangements for all high school interscholastic events such as field assignment, transportation, and lodging and meals, when required.
- Works with the High School Principal, cheerleading coach and coaches involved in scheduling all athletic assemblies and pep rallies.
- Responsible, with the Principal as appropriate after consulting the Head Coach, for the cancellation or postponement of contracted contests due to non-playing conditions.

## **Coordinator**

- Coordinates with the Principal and manages/controls the use of all athletic facilities at the high school.
- Supervises the physical equipment, schedules, and facilities for all athletic contests.
- Presents recommendations for changes in athletic policies from the Athletic Department to the Principal and the Central Office.
- Maintains a permanent file of all players, medical examinations, insurance forms, records, parental consent forms, payments, etc for high school.
- Maintains permanent records for each sport, such as wins and losses, outstanding records, letter winners, etc.
- Interprets Board Policy for the coaches under his/her jurisdiction.
- Resolves conflicts that may develop from time to time within the Athletic Department.
- Seeks and explores options for supporting and promoting the athletic program.
- Receives equipment requests from head coaches, evaluates such requests.
- Provides for the cleaning, repairing and storing of all high school athletic equipment and maintains a perpetual inventory of all equipment. Establishes procedures for the control of the training room and weight room. Supervises the position of Athletic Trainer.
- Sends reminders of coming events to schools and officials.
- Responsible for contracting all game officials and support personnel at the high school.
- Makes necessary arrangements to provide custodians, parking, security and other services required by the athletic operation.
- Coordinates all radio and television broadcasts, as well as supervises the public address system operation at the various games and, as necessary, video recording of games and events.
- Coordinates with the Principal the coaches' request to attend coaching clinics.
- Plans, organizes and supervises all athletic awards program at the high school with the Booster Club and with the approval of the Principal involved.
- Coordinates with the groundskeeper the repair, maintenance and lining of all athletic and physical education facilities.
- Coordinates the scheduling and program development of all high school athletic summer camps and activities.
- Responsible for recommending improvements to the athletic facilities to the central office.

## **Liaison/Representation**

- Represents the school in all athletic business at League and State meetings.
- Attends high school athletic contests and when necessary arranges for proper supervision of home high school athletic contests by administrative personnel.
- Acts as tournament manager for all league and tournament play-off activities that are assigned to the school district.
- Responsible for game management at all high school home interscholastic contests and, if admission is charged, is responsible for the safekeeping and deposit of gate receipts.
- Arranges for medical assistance at all high school home games.
- Maintains an active program that promotes sportsmanship and welcomes the competing teams and guests.
- Promotes publicity for all interscholastic sports, such as sports brochures, press, and radio for all schools.
- Attends and serves as school liaison at Athletic Booster Club meetings.
- Is the liaison person between the coaches and the Athletic Booster Club.
- Assists the administration in the preparation and the distribution of NHIAA complimentary passes for the school district.

## **Development of Scholarships**

- Coordinates with the Director of Guidance athletic and any co-curricular scholarships and the development of scholarship and training opportunities for high school students.

Performs other tasks and assume other responsibilities as assigned by the High School Principal and the Superintendent. These other tasks shall include oversight of the co-curricular program.

**Evaluation:** Evaluation will be based on ability and effectiveness in carrying out the responsibilities of the position as defined. Performance will be reviewed annually.

**TERMS OF EMPLOYMENT:** Extended School year, administrative contract, 187days with 33 additional days, salaried

## **MINIMUM QUALIFICATIONS:**

**Education and Experience:** Bachelor's Degree, or higher, from an accredited institution; Athletic Administration background; Prior Coaching Experience; Registered Athletic Administrator or in the process of becoming certified; First Aid and CPR

**Necessary Knowledge, Skills and Abilities:** Understanding of extreme time commitment, strong interpersonal skills, use of technology, time management skills, public relations, event management, knowledgeable in budgetary processes, knowledgeable in athletic management

## **LICENSURE AND CERTIFICATION REQUIREMENTS:**

Membership in New Hampshire Athletic Director's Association  
Membership in National Federation of State High School Associations  
Membership in National Interscholastic Athletic Administration Association  
NIAAA Athletic Administrator certificate – any level  
First Aid and CPR Certification NH Physical Education Teaching License

## **PHYSICAL ACTIVITY REQUIREMENTS:**

### **Primary Physical Requirements:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Occasionally required
4. Lift over 50 lbs:	Rarely required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Occasionally required
8. Carry over 50 lbs:	Rarely required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Occasionally required

**Hand Manipulation:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Occasionally required
2. Handling:	Occasionally required
3. Torquing:	Occasionally required
4. Fingering:	Occasionally required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine, 2-way radio, postage meter, calculator

**Other Physical Consideration:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Occasionally required
3. Crawling:	Occasionally required
4. Squatting:	Occasionally required
5. Kneeling:	Occasionally required
6. Crouching:	Occasionally required
7. Climbing:	Occasionally required
8. Balancing:	Occasionally required

**Work Surface(s):**

Standard office desk and chair. Carpeted and tile floors. Athletic field.

**During the Work Day, Employee is Required to:**

	<u>Consecutive Hours</u>									<u>Total Hours</u>												
<b>Sit</b>	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8					
<b>Stand</b>	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8					
<b>Walk</b>	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8					

**Work Performed:    Inside: 30%**  
**Outside: Up to 70%**

**Cognitive and Sensory Requirement(s):**

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not required

**Other Training, Skills and Experience Requirements:**

Ability to work with staff, students, parents, and the community.

**Summary of Occupational Exposures:**

May be exposed to (N/A)

**Other Considerations and Requirements:**

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

Applicants will be subjected to a criminal background check required by state law. Employee must pass background check to enable bonding by the district's liability insurance carrier.