

**TITLE: ATHLETIC DIRECTOR****QUALIFICATIONS:**

- Possession of a valid current Idaho Educational Credential authorizing service as a Secondary Teacher
- Master's degree with emphasis in school administration or athletic administration preferred.
- Minimum of four years of full-time certificated experience working with students, Pre-K-12, while under contract in a school setting.
- Two years of experience as a head varsity coach, in addition to three years of successful teaching experience at the secondary level.
- Minimum of three years of successful coaching experience.
- Possession of a valid First Aid Certificate from the American Red Cross, including Cardio-Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED).
- Alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal

SUPERVISES: Building Athletic Coaches

JOB GOAL: To provide high school students with an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play.

**PERFORMANCE RESPONSIBILITIES:**

- Prepares the annual athletic budget and Athletic Director travel budget.
- Maintains a purchasing procedure for all athletic equipment and supplies.
- Approves all athletic purchase requests prior to ordering.
- Maintains current inventory records for all athletic equipment.
- Communicates with building administration regarding the eligibility of student athletes
- Completes necessary Idaho High School Athletic Association (IHSAA) forms for transfer students, etc.
- Disseminates all appropriate information regarding policies, directives, etc, to building administration and coaches.
- Coordinates Cardio-Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) training and American Sports Education Program (ASEP) or National Federation Interscholastic Coaches Education Program (NFICEP) certification for all coaches.
- Attends state competitions when needed as per the request of building principal.
- Assures that officials have been assigned and that appropriate data is input for payment of service through Arbiter pay prior to the start of the contest.
- Is responsible for the scheduling of all IHSAA sanctioned athletic contests involving the school. Prior to finalizing schedules for each sport, input will be requested from building administration and coaches.
- Acts as a liaison person between the IHSAA and the school.
- Coordinates transportation for athletic teams.
- Prepares a master athletic schedule for the year. Coordinates with building principal to ensure that conflicts are minimized.
- Reviews, monitors and audits fund raising and booster club activities, and establishes specific methods by which funds are accounted for and controlled.
- Attends all scheduled athletic director meetings at the district, conference, regional, and state level. Reports pertinent information to building administrators upon return.
- Acts as the liaison person between local Parks & Recreation and the school, attending meetings on a regular basis, as applicable.

- Works with building principal and district administration to ensure and maintain Title IX compliance.
- Seeks opportunities for professional growth.
- Work independently and with a team to maintain a clean, appropriate, and friendly work environment.
- Interact with students, parents, staff, faculty, and administration effectively and professionally.
- Follow oral and written instructions and observe District, State, and federal policies and procedures.
- Follow all Board-approved policies, safety rules, and regulations.
- Attend in-services and training sessions.
- Respect and practice confidentiality both in and out of school with regard to records, activities, and communications relating to all students, parents/guardians, and staff.
- Performs all other duties as assigned consistent with the responsibilities of a teacher, the Idaho Code of Ethics, and the negotiated contract.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee frequently walks and continuously stands. The employee frequently bends or twists at the neck and trunk while performing the duties of this job. The employee continuously reaches with hands and arms and repeats the same hand/arm/finger motion many times, such as drawing on a chalk/white board and demonstrating moves. The employee occasionally climbs or balances and stoops, kneels, crouches, or crawls. The employee occasionally lifts and/or moves up to 50 pounds, such as boxes and equipment. The employee infrequently works in temperatures above 100 degrees Fahrenheit and occasionally will walk on slippery surfaces.

**TERMS OF EMPLOYMENT:** The exact terms of this position will be determined by the needs of the school, district and budgetary constraints. Annual Supplemental Contract. Salary according to current District Stipend Schedule as approved by the Board of Trustees.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the board’s policy on evaluation of certified personnel.

This position shall be considered exempt from overtime and minimum wage requirements of the Fair Labor Standards Act.

Cassia Joint School District No. 151 is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.

**EMPLOYEE ACKNOWLEDGEMENT:** I certify that I have received a copy of my job description and acknowledge placement of this signed document in my personnel file at the Cassia Jt School District Office.

\_\_\_\_\_  
Employee Signature

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Date

January 20, 2016