

**WINOOSKI SCHOOL DISTRICT
WINOOSKI, VT 05404**

JOB DESCRIPTION

TITLE: Athletic Director

QUALIFICATIONS: 1. Member of the Professional Staff preferred.
2. Bachelor's Degree.
3. Coaching experience preferred. Experience as an athlete preferred.
4. Preference given to employees of the district

REPORTS TO: Principal of Winooski Middle/High School

SUPERVISES: All coaching staff, assistant coaches and volunteer coaches.

JOB GOALS: To provide each enrolled student of secondary school age 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:

1. Organizes and administers the overall program of extracurricular athletics, both intramural and interscholastic, for the district.
2. Provides leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
3. Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.
4. Assumes responsibility for the organization and scheduling of all interscholastic athletic events.
5. Hires officials, team physicians, and policemen as required, and assumes general responsibility for the proper supervision of home games and site administrators.
6. Arranges transportation for athletic contest participants.
7. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
8. Establishes the physical and academic requirements of eligibility for participation in each sport, and verifies each athlete's eligibility.
9. Prepares and administers the athletic program budget.
10. Requisitions program supplies and equipment.
11. Supervises all ticket sales and fund-raising events of the athletic program, and assumes responsibility for proper handling of funds.

12. Arranges all details of visiting teams' needs, including gymnasium services, and field assistance, as appropriate.
13. Makes arrangements for non school use of playing fields and facilities through the Central Office.
14. Arranges field and gym practice schedules.
15. Ensures that physical examinations of all athletes prior to the beginning of each season are verified.
16. Administers the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims.
17. Keeps records of the results of all junior and senior high school athletic contests, and maintains a record file of all award winners, stating the date and type of award, including athletic scholarships.
18. Directs an in school, extracurricular program designed to foster support for the athletic teams and school spirit among nonparticipants.
19. Plans and supervises an annual recognition program for school athletes.
20. Annually evaluates all coaches relative to job performance.
21. Other as assigned by Principal.

TERMS OF EMPLOYMENT: Twelve month year. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Employee Signature: _____

Date: _____

Supervisor Signature: _____ Date: _____

APPROVED BY BOARD OF SCHOOL TRUSTEES: July 12, 1999