

Hamilton School District Job Description

JOB TITLE High School Athletic Director
228 day contact.

JOB GOAL Using appropriate leadership, supervision, and administrative skills, create and maintain an excellent activities program that maximizes opportunity for students.

REPORTS TO High School Principal

ESSENTIAL FUNCTIONS AND DUTIES

- Faithfully perform all the duties as Director of Extra-Curricular activities and Co-Curricular Student activities of the Hamilton School District No. 3 during the entire term of this contract, and will supervise the aforementioned program maintained or to be maintained therein.
- Keep the Superintendent and Board fully advised on a monthly basis as to the conditions and needs of the program.
- Report to the superintendent any serious destruction of property in the school or any serious injury to athlete or member of the staff that may occur at a time or place wherein the rights or the responsibility of the school may be involved.
- Directly responsible for the Hamilton High school Extra-Curricular and Co-curricular activity fund. Design and coordinate budgets for each student activity and approve requisitions.
- Make recommendations to the Principal as the appropriateness of all student activities and effectiveness of the staff employed through the evaluation process.
- Observe practices games/matches, and team management by coaching staff on at least three (3) occasions of at least 30 minutes each with documentation for each observation. One summative evaluation will be completed with each coach at the end of his/her respective season
- Build and maintain a master schedule of student activities, schedule assemblies, and all extra-curricular and co-curricular activities.
- Assist in the supervision of all home student activities and those against rival schools within/out of the valley.
- Aid the Principal in the recruitment of coaches.
- Supervise all aspects of the eligibility procedure in accordance with the Montana High school Association and Hamilton High School Eligibility policies.
- Organize, coordinate and administer, a pre-season activity meeting for all students participating in extra-curricular activities at Hamilton High school and their parents.
- Arrange in cooperation with the transportation contractor, transportation for all school and student activities.
- Arrange for all lodging and meals for groups and teams when appropriate.
- Insure all athletes have all required forms, information and physicals completed before they participate in any practices or games.
- Procure, record, and file information concerning all student organizations and student activities (forms, physicals, tec.).
- Maintain the athletic handbook and end-of the season reports.
- Collect and interpret inventories from each student activity at the end of the scheduled season.
- Serve as a liaison between members of the student activities department and the administration.
- Arrange for officials to be present at all scheduled home contests and for payment of those officials.
- Provide student squad rosters for all scheduled schools, the press, media and the program.
- Establish student practice schedules and areas for all sports and activities.
- Assist the Head Track/Cross Country/Golf Coach in meeting preparations, securing of officials, and attendance at home cross country/golf/track meets.
- Provide oversight and coordination of the summer student activities schedule.
- Other duties as assigned by the high school principal and or the superintendent.
- Teach one period of Physical Education per day.

- Not engage in any occupation or activity during the term of his contract which said Board deems in conflict with his duties and employment as Director of Extra-curricular and Co-Curricular student activities.
- Ensure that all gym usage follows district policy.

DESIRED MINIMUM QUALIFICATIONS

- Valid Montana Administrative Certification, Class 3 Endorsement
- Demonstrated successful teaching experience
- Demonstrated successful coaching experience
- Demonstrated leadership ability and general knowledge of issues and problems in all aspects of school athletics.
- Ability to write routine reports and correspondence.
- Ability to effectively communicate orally and in written form with administrators, staff, parents, and students.
- Ability to establish and maintain effective working relationships with students, staff, and the community.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.

EQUIPMENT USED

Computer, calculator, copier, telephone/voice mail, fax, scoring equipment.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints. The employee will work irregular hours while performing the duties of this job.

The noise level in the work environment is usually moderate but can be loud.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. May be required to lift up to 50 pounds.

MENTAL/MOTOR DEMANDS

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PERFORMANCE EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of administrative personnel.

My signature below indicates I have read and understand all functions, expectations, qualifications, equipment used, work environment, physical, mental and motor demands of this job.

Employee Signature

Date

Signature of Supervisor

Date

History

Revised on: