

## Thompson Falls School District Position Description

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Position Title: Athletic Director

Reports to: High School Principal

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**Summary:** Provide the skills and supervision necessary for the efficient delivery of student extra and co-curricular activities.

**Essential Duties and Responsibilities:** *Other duties may be assigned.*

1. Directly responsible for the Thompson Falls High School student activity fund.
2. Design and coordinate budgets for each student activity.
3. Approve requisitions for all student activities.
4. Make recommendations to the High School Principal as to the appropriateness of all student activities and the effectiveness of the staff employed through the evaluation process, which will include a summative evaluation at the end of each season.
5. Observe coaches several times during the season, both at games and practices.
6. Build and maintain a master schedule of student activities, schedule assemblies, and all extra and co-curricular activities.
7. Assist in the supervision of all home student activities.
8. Aid in the recruitment of coaches.
9. Supervise all aspects of MHSAA and TFHS regulations regarding eligibility.
10. Organize, coordinate and administer a pre-season activity meeting for all TFHS students participating in extracurricular activities and their parents.
11. Arrange, in cooperation with the transportation supervisor, transportation for all school and student activities.
12. Arrange for all lodging and meals for groups and teams when appropriate.
13. Procure, record and file information concerning all student organizations and student activities (forms, physicals, etc.)
14. Maintain the athletic handbook and end of season reports.
15. Collect and interpret inventories from each student activity at the end of the scheduled season.
16. Arrange for officials to be present at all scheduled student home contests and for payment of those officials.
17. Provide student squad rosters for all scheduled schools, the press, media and programs.
18. Perform other duties as assigned by the High School Principal.

**Supervisory Responsibilities:** Supervises coaches, assistant coaches and trainers.

*QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and/or Experience:** Valid teaching certificate and a degree program with a major or minor in physical education or equivalent hours and courses in coaching theory is preferred. Experience in physical education, coaching, first-aid, CPR, and sports medicine.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the district.

**Mathematical Skills:** Ability to calculate figures and amounts such as commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Other Skills and Abilities:** Exhibit qualities of leadership and organizational ability and reflect a spirit of cooperation in working with staff and school administration. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

*PHYSICAL DEMANDS: The physical demands described here 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.*

While performing the duties of this job, the employee is frequently required to walk and stand. Occasionally the employee will sit or run. The employee will frequently bend or twist at the trunk while performing the duties of this job. The employee will frequently squat, stoop, kneel reach above the head, reach forward and repeat the same hand motion many times while performing the duties of the job.

The specific vision requirements of the job include good depth perception and occasionally being able to see objects/persons at a distance. While performing the duties of the job the employee frequently is required to hear conversation and a quiet as well as a noisy environment and be able to tell where a sound is coming from. The employee must be able to communicate to the team in order to give directions.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to*

*perform the essential functions.*

While performing the duties of this job, the employee will continuously work inside or outside depending on the sporting event. Occasionally the employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the environment is usually moderate.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) And is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned*