

**RECREATION PERSONNEL**

Job Description / Athletic Director

Title: Athletic Director

Qualifications:

1. Valid teaching certification
2. To have had successful experiences as head coach
3. Skills in the organization and administration of Athletic and Physical Education Programs

Reports to: High School Principal

Supervises: Coaches

Job Goal: To provide each enrolled student of secondary school age an opportunity to participate in an extra-curricular 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. Supervision
  - a. To supervise the entire athletic program to see that all state rules and regulations, Susquenango Association and Harpursville Central School policies are carried out.
  - b. Shall submit to the Superintendent recommendations for coaching staff assignments
  - c. Evaluate coaches annually
  - d. To recommend and assist in establishing policies that are for the betterment of the program.
  - e. To arrange for all officials, signing of vouchers, and approve for payment.
2. Schedules
  - a. To develop all interscholastic schedules and be responsible for final arrangements of all contests, including transportation, and give final approval for all scrimmages.
  - b. To cooperate with the school nurse in arranging athletic physical examinations, both team and individual.
  - c. Shall make arrangements for scheduling of facilities for practices, games, etc.
  - d. To arrange and assist in Pep Rallies
  - e. To arrange for adequate supervision of all home athletic events by utilizing adult school personnel.
3. Budget
  - a. Shall be responsible for the inventory and requisitioning of all athletic supplies and equipment as well as the reconditioning of same.

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4. Students

- a. To solicit, through the coaches, all eligible students who are candidates to sign up for their available sports.
- b. To approve a candidate for each team or sport upon receipt of physical examination and permission.
- c. Arrange conferences with students and/or parents regarding anything that is questioned or information that is desired about the athletic program.
- d. To gather necessary information regarding awards and submit to Awards chairman – also make arrangements for awarding of same.

5. Representation

- a. To represent Harpursville Central School at Association meetings when called and sectional meetings, when applicable.
- b. Act as member of Athletic Committee which includes Board of Education Committee members, Administration and Athletic Director.

2/26/79