

Oneida Special School District

Job Description

Position Title:	Athletic Director
Reports To:	Director of Schools
Job Goal:	To oversee the athletic program for the school.
Term of Employment:	Varies – Determined by the Director of Schools

Responsibilities: (Include but are not limited to)

- Know and follow all school board and district policies and procedures;
- Supervise coaching staff;
- Supervise maintenance of equipment, transportation requests, and facility usage agreements;
- Oversee the athletic programs of each sport sanctioned by the school;
- The principal approves all purchase orders related to athletics;
- Monitor purchasing procedures and ensure they are being followed by all athletic personnel;
- Assist in the hiring of coaches;
- Approve athletic schedules;
- Communicate with the media and the Board of Education regarding the athletic programs and events;
- Ensure adherence to all TSSAA/TMSAA rules, regulations, and standards;
- Monitor athletic facilities for maintenance needs and report deficiencies to the Maintenance Supervisor;
- Participate in mandatory trainings;
- Any other duty/responsibility as assigned by the Director of Schools or his/her designee.

Qualifications:

- Valid and current Tennessee teaching license (administration preferred)
- Demonstrate a wide range of knowledge of athletics;
- Demonstrate effective organizational skills;
- Possess adequate oral and written communication skills;
- Possess proficient interpersonal skills;
- Ability to interpret policies as related to job functions;
- Establish and maintain an effective working relationship with the public, students, and other employees;
- Perform physical duties as needed – lifting up to 50 pounds, sitting for long periods, walking, standing for extended periods of time.