

## **High School / Middle School Athletic Director**

### **QUALIFICATIONS:**

1. Valid Tennessee teaching license required; administrative endorsement preferred
2. Preference for candidate to have athletic administrative and / or coaching experience
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

### **REPORTS TO:** Principal

**JOB GOAL:** To provide each student of appropriate 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.

**ESSENTIAL FUNCTIONS OF THE JOB:** To direct, lead and manage the interscholastic athletic programs for the Greene County School System in a positive manner.

### **PERFORMANCE RESPONSIBILITIES:**

1. Serves as a positive spokesperson in the area of public relations for Greene County Schools and interscholastic sports activities.
2. Works cooperatively with system and school staff, students, parents and community members in promoting athletics in a positive image.
3. Organizes and administers the overall program of school athletics.
4. Responds to telephone calls, emails, and mail communication from administrators, teachers, parents, and others in a timely manner.
5. Reviews athletic eligibility determinations for TSSAA / TMSAA compliance and communicate with principals and coaches those findings.
6. Attends state and league meetings and reports vital information to all coaches.
7. Provides oversight, training, and guidance to principals and coaches for TSSAA / TMSAA.
8. Monitors new and proposed legislation having potential impact on assigned programs and communicate findings to the appropriate system personnel.
9. Investigates allegations related to recruitment, illegal practice, out of zone attendance or other violations of TSSAA / TMSAA and Greene County School Board Policy and reports to the Assistant Director of Operations
10. Oversees compliance of non-faculty coach procedures and recommendations of non-faculty coaches from the principal for Board approval.
11. Reviews and maintains all required documentation for student athletes for compliance and follow up with any warranted notifications.

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- 12. Assists with the development of athletic schedules and practice times for all applicable sports and ensures they are appropriate to the grade levels.
- 13. Works cooperatively in the maintaining of playing venues and assumes responsibility for the maintenance and supervision of facilities by providing a report of findings to the principal or Maintenance Supervisor.
- 14. Assists the principal in the recommendations for employment of personnel to be assigned to the areas of coaching responsibility.
- 15. Assists the principal in the supervision, evaluation, and coordination of staff as assigned in the areas of coaching responsibility.
- 16. Ensures coaches and applicable teachers' successfully complete required in-service training.
- 17. Coordinates Pep Rallies, Senior Nights, and community athletic orientations for incoming athletes, specifically 5<sup>th</sup> and 9<sup>th</sup> graders.
- 18. Coordinates transportation for school-related travel.
- 19. Performs such other duties as may reasonably be prescribed by the principal or his/her designee.

**GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

**TERMS OF EMPLOYMENT:** Salary to be established by the Board with work year beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>. Yearly renewal will be based on principal recommendation

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

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed and agree to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Employee)