

# **DRACUT PUBLIC SCHOOLS POSITION DESCRIPTION**

**TITLE:**       **Athletic Director**

**QUALIFICATIONS:**

- Bachelor's Degree; advanced degree preferred
- Teaching (or related) license
- Teaching experience
- High School or college coaching experience
- Knowledge of principles of budgeting and purchasing
- Experience in supervision and evaluation preferred

**REPORTS TO:**     High School Principal

**SUPERVISES:**    Coaches

**JOB GOAL:**

To provide each enrolled student of secondary school age an opportunity to participate in extracurricular athletic activities that will foster sportsmanship, 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. Organizes and administers the overall program of co-curricular athletics, both intramural and interscholastic, for the district consistent with applicable administrative directives, School Committee policies, MIAA and NCAA regulations, and State and Federal laws and regulations
2. Maintains an active presence in the district's schools during the school day as well as during practice/game hours in the afternoon and/or evening
3. Provides leadership in the selection, recommendation, assignments, and supervision of athletic coaches and staff members
4. Evaluates all head coaches annually; consults with head coaches in the evaluation of assistant coaches
5. Assists the Principal in the evaluation of the Athletic Department secretary

6. Aides/coordinates with coaches in support of college recruiting visits/communication consistent with applicable NCAA and MIAA regulations
7. Fosters positive school-community relations by keeping the community aware of athletic programs; and works productively with Booster organizations, other community groups, and media outlets
8. Maintains relevant and up to date Athletic Department web and social media presence; oversees all sports teams' social media presence
9. Assures all athletic programs adhere to district branding protocols
10. Works with district administrators in support of facilities, advertising, and sponsorship activities
11. Assumes responsibility for the organization and scheduling of all interscholastic athletic events
12. Hires officials and police officers as required, and assumes general responsibility for the proper operation and supervision of home games
13. Arranges transportation for athletic contest participants
14. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities
15. Verifies and monitors each athlete's eligibility according to established physical and academic requirements of eligibility for participation in each sport
16. Prepares and administers the athletic program budget including the requisitions of supplies and equipment
17. Oversees the distribution and collection of equipment and uniforms
18. Supervises all ticket sales and fundraising events of the athletic program, and assumes responsibility for proper handling of funds, consistent with School Committee policies and district protocols
19. Arranges all details of visiting teams' needs, including lodging, meals, towels, gymnasium services and field assistance, as appropriate
20. Arranges field and gym practice schedules and assures that practices are properly supervised
21. Undertake teaching responsibilities as may be required

22. Arranges for the physical examination of all athletes
23. Administers the insurance program covering school athletes and assumes responsibility for all processing of reports and claims
24. Keeps records of the results of all middle and high school athletic contests; and maintains a record file of all award winners, stating the date and type of award, including athletic scholarships
25. Directs an in-school, intramural program designed to foster support for the athletic teams and school spirit among non-participants
26. Plans and supervises recognition programs for school athletes
27. Reports for duty whenever necessary during the evening, weekends, and summer months, as needed, to oversee sports physicals and the arranging of coaches meetings and other related activities
28. Any other duties as assigned