

FREMONT SCHOOL DISTRICT
JOB DESCRIPTION

- POSITION TITLE:** Athletic Director
- CONTRACT TYPE:** Extra-Curricular – Stipend Position
- JOB GOAL:** To promote extracurricular athletic activity that fosters skill development, understanding of sports, and appreciation for a variety of athletic activities and programs, teaming, and sportsmanship for students and adults. The District Athletic Director may not coach in-district athletic programs.
- QUALIFICATIONS:**
- Bachelor’s Degree from an accredited institution
 - Experience as an athletic director or head coach
 - NH Certification in a related field
 - First Aide and CPR certified (or eligible)
- REPORTS TO:** Principal
- SUPERVISES:** Coaches
- PERFORMANCE RESPONSIBILITIES:**

RULES & REGULATIONS

1. Follow all rules and regulations of the NHIAA, including preparing eligibility lists, submitting schedules, dues, team records, and other documents that pertain to NHIAA.
2. Follow all school rules and regulations and school board policy.
3. Communicate and enforce that all school athletes will be supervised at all times.
4. Implement district attendance, behavior, and tardy consequence guidelines and district student academic eligibility guidelines.
5. Consult with school administration in resolving student athlete problems and issues.

ATHLETIC ADMINISTRATION

1. Prepare and maintain a budget for interscholastic athletic programs.
2. Attend the Seacoast Regional Athletic Director’s Seasonal Meetings.
3. Prepare reports as required by the school administration, Superintendent, and School Board.
4. Work with the school administration, community organizations, and state athletic directors to improve and promote the athletic program.
5. Report, document, and file all athletic injuries per district protocols.
6. Verify that all participants have a physical examination, proper permission forms, and insurance verifications before the start of tryouts per school board policy
7. Check student eligibility per school board policy.
8. Plan, supervise, and attend recognition programs for school athletes.
9. Consult with school administration on the season athletic calendar.

10. Serve on district and community committees relating to athletics and recreation as requested.
11. Supervise on-site athletic activities and perform athletic-related administrative duties during the months of June, July, and August as needed.
12. Assist Facilities Director with inspecting fields and facilities and recommending repair or maintenance in a timely manner prior to events.

SUPPLIES, EQUIPMENT & UNIFORMS

1. Keep an updated inventory of all athletic equipment and uniforms.
2. Keep supplies, equipment, and uniforms in satisfactory condition, and order all new and replacement supplies, equipment, and uniforms when necessary.
3. Inspect all athletic areas for cleanliness and the proper storage of all athletic supplies, equipment, and uniforms.
4. Provide each coach with equipment, team medical supplies, and uniforms prior to the season and insures that each coach returns all equipment, unused supplies, and uniforms using a checklist.

EVENTS

1. Schedule the use of all athletic facilities and fields for athletic games and practices following school procedures.
2. To coordinate with the Facilities manager to see that all playing surfaces are properly conditioned for all home games.
3. Arrange for officials for all interscholastic events and make arrangements for payment of officials.
4. Be present or arrange for a school representative to be present at all home games, and assign a head coach to assume responsibility at all away games.
5. Arrange for employees for all home games including timekeepers, scorekeepers, and other required personnel.
6. Arrange for the availability of medical supplies at all home contests
7. Assume responsibility for cancellation of games as circumstances require safeguarding athletic participants and district resources and rescheduling in the event of cancellation and notification to Facilities Director.

TRANSPORTATION

1. Arrange and confirm bus or other transportation for athletic participants.
2. Verify that all participants have proper permission forms for alternative transportation if requested.
3. Communicate the athletic transportation policy to all coaches responsible for away game transportation.

COMMUNICATION

1. Meet weekly with the Building Administration to discuss challenges, successes, and needs of the athletic program.
2. Conduct mandatory pre-season athlete, parent, and coaches meetings.
3. Represent the schools and district at Athletic Director meetings and events.

4. Communicate issues with school and non-school athletic facilities and fields to the Facilities Director.
5. Work with coaches to make sure that all student athletes and parents know the rules and regulations.
6. Develop, review, and revise the athletic handbook and any athletic agreements that each athlete, parent, and coach must abide by, with recommendations from administration and coaches, and subject to school district approval.
7. Promote and model good sportsmanship and maintain an active program that welcomes competing teams, guests, and game officials.
8. Coordinate publicity and news releases to the media and district communication committee.
9. Follow the chain of command of:
 - a. Athlete/parent to coach
 - b. Coach to athletic director
 - c. Athletic director to principal.

SUPERVISION

1. Supervise and evaluate all coaches on an annual basis.
2. Evaluate athletic programs on an annual basis and recommend and implement changes to improve athletic programs.
3. Work with the school principal in interviewing and making recommendations to renew coaches or hire new coaches.
4. Report all hires to district office to initiate the application and background investigation processes.
5. Approve the issuance of all athletic contracts.
6. Provide orientation and in-service programs for coaches and other athletic personnel
7. Revise as needed district criteria for evaluating, renewing, and hiring of coaches annual contracts.
8. Work with principal on issues concerning coaches.

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

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| 1. Lift up to 10 lbs.: | Frequently required |
| 2. Lift 11 to 25 lbs.: | Occasionally required |
| 3. Lift 25 to 50 lbs.: | Occasionally required |
| 4. Lift over 50 lbs.: | Not required |
| 5. Carry up to 10 lbs: | Frequently required |
| 6. Carry 11 to 25 lbs: | Occasionally required |
| 7. Carry 26 to 50 lbs: | Occasionally required |
| 8. Carry over 50 lbs: | Rarely required |
| 9. Reach above shoulder height: | Occasionally required |
| 10. Reach at shoulder height: | Occasionally required |
| 11. Reach below shoulder height: | Occasionally required |
| 12. Push/Pull: | Rarely required |

Hand Manipulation:

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| 1. Grasping: | Occasionally required |
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- 2. Handling: Occasionally required
- 3. Torquing: Occasionally required
- 4. Fingering: Frequently required
- 5. Controls and Equipment: Computer, telephone, copy and FAX machines

Other Physical Consideration:

- 1. Twisting: Rarely required
- 2. Bending: Rarely required
- 3. Crawling: Rarely required
- 4. Squatting: Rarely required
- 5. Kneeling: Rarely required
- 6. Crouching: Rarely required
- 7. Climbing: Rarely required
- 8. Balancing: Rarely required

Work Surface(s):

Varies: carpeting, linoleum, tile, etc.

During the Work Day, Employee is Required to:

	Consecutive Hours	Total Hours
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirement(s):

- 1. Talking: Necessary for communicating with others.
- 2. Hearing: Necessary for receiving instructions and queries.
- 3. Sight: Necessary for doing job effectively and correctly.
- 4. Tasting and Smelling: Not required.

Specific Vocational Preparation Requirements:

- 1. Short demonstration only _____
- 2. Any beyond short demonstration up to and including 30 days _____
- 3. 30-90 days _____
- 4. 91-180 days _____
- 5. 181 days to 1 year _____
- 6. 1 to 2 years _____
- 7. 2 to 4 years _____
- 8. 4 to 10 years _____X
- 9. Over 10 years _____

Other Training, Skills and Experience Requirements:

Computer skills, knowledge of computer networks, knowledge of computer hardware and software, knowledge of curriculum and grant-writing skills.

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit, stand, and walk as needed.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of this job description as necessary from time to time. This job description does not constitute an employment agreement between the District and them employee and is subject to change by the District as the needs of the District and requirements of the job change. The Fremont School District is an Equal Opportunity Employer. Position is subject to Fremont School District policy, rules, and regulations.