

West Salem School District
Policy 927

MIDDLE SCHOOL ATHLETIC DIRECTOR
(Job Description)

A. Qualifications

1. Must meet those qualifications required by state law
2. Must meet such academic, professional and personal qualifications as the Board may specify

B. Reports to the middle school principal

C. Job Goal

To use leadership, supervisory, administrative and professional skills to assist in the management of the middle school in such a manner as to promote the educational development of each student.

D. Terms of Employment

Contract terms and salary to be negotiated with the Board

E. Evaluation

Performance shall be evaluated in accordance with provisions of the Board's policy on personnel evaluation

F. Performance Responsibilities

The middle school athletic director shall:

1. Supervise the organization and processing of the co-curricular code per individual coaches and athletes.
2. Administer the physical examination program for all athletes including keeping records of physical and emergency medical sheets, and pledge sheets and provide each coach with copy.
3. Be responsible for the final compilation of the eligibility list in each sport, which occurs eight times a year. Notify coaches, parents and athletes of all the requirements. In addition, notify Extended Day Program (EDP) Coordinator of students needing to attend EDP Program to become eligible.

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4. Establish the schedule in each sport (cross country, volleyball, football, girls' basketball, boys' basketball, wrestling, gymnastics, track and girls' softball).
5. Assist the building principal in recruitment and selection of coaches and post job vacancy internally and externally. Send notification to Board of Education for approval.
6. Contract for all game officials and arrange for officials' checks and procedure for officials and sign voucher receipts.
7. Arrange transportation for all away contests.
8. Schedule and arrange for supervision and officials for all games.
9. Prepare and administer the athletic budget, under the direction of the building principal.
10. Purchase the necessary equipment and supplies per the budgeted amounts.
11. Be responsible for an up-to-date inventory of all athletic equipment and supplies. Oversee the return of uniforms by coaches and send to high school to be laundered.
12. Review and update athletic handbook with approval from building principal and Board of Education prior to printing and distribution.
13. Make arrangements for athletic facilities for practices and contests and record in building activity book in the office.
14. Prove for appropriate parent information for individual sports and the program in total.
15. Serve as a member of the Athletic Conference Council and attend meetings with athletic directors from the Three Rivers Conference.
16. Assist the building principal in the evaluation of co-curricular programs.
17. Be responsible for insuring that all co-curricular activity programs are adhering to related Board of Education policies.
18. Assist in coordinating home track meets.
19. Coordinate end of year awards.
20. Arrange and schedule pictures of teams and individual athletes for participation awards.
21. Plan and organize fall athletic meeting. Notify parents and facilitate the evening program.
22. Coordinate for participation in sports of parochial and homebound students.

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23. Meet 2-3 times a year with coaches to review procedures, medical information, awards, academic code and any additional concerns and issues that arise.
24. Perform any and all other duties as assigned by the building principal.
25. As a representative of the school district, you are expected to deal with the public in a courteous and professional manner.

CROSS REF.: 526, Staff Evaluation

APPROVED: May 13, 2003