

## **ATHLETIC DIRECTOR**

The director of athletics shall have the responsibility of general supervision and coordination of the competitive sports program of the junior high and senior high schools in the school district.

### **Specific Responsibilities**

1. Work in cooperation with the Superintendent and school principals to organize and administer the overall athletic programs for the school district.
2. Recommend to Principals and the Assistant Superintendent of Personnel all personnel needed to conduct the athletic programs of the school district and cooperate with head coaches and building principals concerning academic assignments of all coaches.
3. Oversee the budgeting and expenditures of all athletic activities and purchases in the school district.
4. Coordinate all scheduling of inter-scholastic athletic events in cooperation with building principals; sign and execute game contracts and keeps copies on file.
5. Follow all district procedures in requisitioning, purchasing, allocating, inventorying, and care of all athletic equipment and supplies in accordance with budget allocations.
6. Oversee the maintenance of monies, receipts, and reports for all monies collected as admissions or concessions at athletic events.
7. Coordinate the maintenance of all athletic facilities with the Plant Manager.
8. Coordinate with the principals and assistant principals the administration of all inter-school athletic events and contests.
9. Coordinate the scheduling of vehicles and buses for athletic events through the Transportation Department.
10. Coordinate with head coaches and building principals all eligibility information that is sent to the Arkansas Activities Association and enforce National Federation and AAA rules and regulations.
11. Promote public relations concerning athletics within the school district and be responsible for the publicity of all athletic events and the coordination of fund raising events.
12. Evaluate the performance and responsibilities of all district coaches and counsel all coaches on the competency of their coaching and leadership performance.
13. Coordinate the Drug Testing Program for athletics and spirit groups.
14. Approve and monitor the use of all district gymnasiums, practice fields, and game fields.
15. Perform other duties assigned by the Superintendent.

**12/5/14**