

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

ATHLETIC DIRECTOR

QUALIFICATIONS:

1. Bachelor's degree from an accredited institution
2. Valid Florida teaching certificate
3. Three years experience in related areas of athletic responsibility
4. Such alternatives to the above requirements as the Board may find appropriate and acceptable.

REPORTS TO: Principal, Assistant Principal

SUPERVISES: Personnel as assigned

PERFORMANCE RESPONSIBILITIES:

1. Head Coach of a sport.
2. Ensures all coaches at his/her school abide by Florida High School Athletic Association rules and regulations, as well as all State, Federal and Walton County School Board Rules, regulations and policies.
3. Provides input to the principal in the selection, assignment and evaluation of athletic coaches.
4. Develops an athletic handbook and policies that provide for the safety and well being of all student athletes.
5. Oversees maintenance, cleaning and preparations of all athletic fields, facilities and equipment.
6. Supervises administration of all home athletic events.
7. Develops and administrates a budget for all athletic programs.
8. Coordinates transportation and travel for all athletic teams.
9. Makes sure all sports schedules are sent to WCSB for approval.
10. Verifies all student athletes' eligibility.
11. Sets up times with team doctor for athletic physicals.
12. Oversees the securing of officials for games and matches.
13. Works with cheerleader sponsor to coordinate pep rallies and other activities.
14. Works with school booster clubs.
15. Handles arrangements for sports banquets.
16. Completes district/regional/ state entry lists and other related paperwork for post-season competition.
17. Hosts district scheduling meetings.
18. Attends district-scheduling meetings as necessary.

19. Acts as tournament director for all home play-off games and matches.
20. Oversees summer weight and conditioning programs.
21. Attends as necessary and notifies other supports coaches of FHSAA rules meetings
22. Plans and coordinates college recruiting efforts.
23. Acts as school's representative to the FHSAA unless principal has been designated.
24. Fosters good school and community relations.
25. Coordinates the forming of new sports teams when necessary.
26. Coordinates with school personnel the use of athletic facilities.
27. Works on behalf of students seeking eligibility from FHSAA.
28. Assumes the leadership for instilling in coaches and players the proper attitude and sportsmanship at all athletic contests.
29. Other duties Assigned.

TERMS OF EMPLOYMENT: Twelve months, beginning March 1 until last day of February, annual contract. Pay grade 6 on administrative salary schedule.

EVALUATION: Performance of this position will be evaluated annually by the principal in accordance with the Board policy for evaluation of administrative personnel.