Athletic Director

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Athletic Director

QUALIFICATIONS:

Education /Certification

- Maine Department of Education Athletic Director certification (215) or equivalent/State of Maine Administrator Certificate. Special Knowledge/Skills
- Successful experience working in a leadership role as an educator or coach
- Demonstrated ability in working with high school age students and their parents
- Knowledge and experience in team problem solving process
- Previous experience as a high school or middle school coach

REPORTS TO: High School Principal

SUPERVISES: Cape Elizabeth School Department Athletic programs

JOB GOAL: To use leadership, supervisory, and administrative skills to develop, maintain, and improve the athletic program for the students of the Cape Elizabeth School Department.

PERFORMANCE AREAS:

- Administration/Organizational Management – The ability to practice participatory management; possession of good organizational skills and the knowledge of effective administration of an athletic program.
- Budgeting Management – The ability to effectively and efficiently utilize and manage the athletic facilities through a working knowledge of athletic finance, such that the needs of the athletic program can be effectively represented in the budgeting process, including budget development, acceptance, and implementation.
- Communications – The ability to articulate effectively, both orally and in writing, the successes and needs of the athletic program with the school board, school administration, superintendent, staff, students, parents, and the general public - in large and small groups and with individuals.
- Community Relations – The ability to relate positively to the public; a view of the athletic/school relationship as a partnership; recognition of the need to be visible and active at athletic events and understanding the importance of considering school and community needs and wants.
- Educational Leadership – The ability to inspire, motivate, guide and direct coaching staff in setting and achieving the highest standards of sportsmanship in athletics for the school and district.
- Involvement in School and Community – The ability to perform responsibilities as a visible presence at athletic events, participating in and attending other school events to the extent possible.

- Personnel Management – The ability to recognize program staffing needs, to perceive in coaching candidates the potential for suitability, and to contribute to an effective recruitment/selection/retention process.
- Professional Development – The ability to contribute to the development and implementation of professional growth and staff development programs that raise both aspirations and expertise.
- Supervision/Evaluation – The ability to supervise and evaluate coaches and all activities through knowledge and the commitment to contribute to the improvement of programs in general.

SPECIFIC PERFORMANCE RESPONSIBILITIES MAY INCLUDE BUT ARE NOT NECESSARILY LIMITED TO:

- Administration/Organizational Management
  - Plan, organize, and direct (or oversee/approve) implementation of all school athletic activities.
  - Work with other members of the leadership team (central office and other administrative staff) on matters and issues related to facility use, transportation, and schedule impact.
  - Collaborate on a regular basis with the Community Services Director regarding programmatic and systematic issues.
  - Provide for the athletic transportation needs of both the high school and middle school athletic programs.
  - Assume responsibility for all required MPA forms and the like.
  - Maintain a current accurate inventory of all equipment and uniforms.
  - Schedule athletic contests and activities within established league and MPA guidelines to best meet the program needs.
  - Maintain high standards of athletic conduct and sportsmanship, and enforce discipline as necessary, affording appropriate due process to students and parents.
  - Assign site supervisor in the absence of the athletic administrator.
  - Establish positive guides for proper athlete conduct and the maintaining of fair, consistent discipline.
  - Maintain an environment that promotes good sportsmanship at all athletic events.
  - Supervise the maintenance of facilities that abides by all regulations and safety requirements.
  - Conduct coaches' meetings as necessary for the proper functioning of the program.
  - Participate in league meetings, MPA meetings, and in such other meetings as may be required or appropriate.
  - Provide for appropriate officials, timers, scorers, and the like for proper game and practice organization.
  - Be aware of student, school, and community conflicts when scheduling events.
- Budgeting/Facilities and Program Management
  - Prepare and submit the athletic budgetary requests, and monitor expenditures of allotted funds.
  - Supervise the maintenance of all required athletic forms and reports.
  - Oversee appropriate accounting and control of school funds, gate receipts, student participation fees, booster accounts, and athletic activities accounts.

- Collaborate with the Community Services Director to assume responsibility for the safety and administration of all athletic facilities.
- Provide for adequate inventorying of athletic program equipment , and for the securing of and accountability for that property.
- Seek input from coaches and Extra-Curricular Committee regarding budget requests.

- Communications
  - Keep the Principals and Superintendent informed of the school's activities and issues.
  - Publicize schedules of games and events.
  - Respond to written, oral, and electronic requests for information from appropriate sources.
  - Maintain an open door policy for parents, coaches, and athletes.
  - Develop and implement a plan for communicating with parents of athletes on a regular basis.

- Community Relations
  - Inform all Booster organizations of related policies and procedures of the School Board and oversee compliance with said policies and procedures.
  - Act as liaison between the school and the community, interpreting athletic activities and policies of the school and encouraging community support in athletic events.
  - Work with the Superintendent to plan and schedule the Booster Organization Coordinating Committee meetings.
  - Assume responsibility for all official school correspondence and information pertaining to the athletic department.

- Educational Leadership:
  - Assume leadership role in long term planning with regard to new programs and the overall direction of the program.
  - Establish and maintain a school climate that enhances good sportsmanship and sound coaching principles.
  - Lead and monitor the development and appropriateness of the athletic program.
  - Assume responsibility for the interpretation and implementation by the coaching staff of all school board policies, administrative procedures/regulations, and coaches' handbook.
  - Serve as a member of such committees and attend such meetings as the principals and/or superintendent may direct.
  - Promote the Philosophy and Beliefs of the Cape Elizabeth Athletic Program as adopted by the Cape Elizabeth School Board.

- Educational Renewal
  - Assist in the organizing of athletic renewal efforts and strategic planning.

- Work with building principals and team leaders to design meaningful ways to monitor the implementation of improvement programs and strategies for athletics.
- Keep abreast of athletic program changes and developments by attending appropriate meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field of athletics.
- Involvement in School and Community
  - Maintain active relationships with students and parents.
  - Participate in special events to recognize athletic achievement.
  - Establish and maintain relationships with local community groups and individuals:
    - To foster understanding and solicit support for overall athletic program objectives and programs; and
    - To interpret school building policies and procedures as they relate to athletics.

- Personnel Management
  - Coordinate personnel needs with appropriate members of the administrative team.
  - Recommend new coaches or renewal of coaches to the superintendent.
  - Participate in the recruiting, screening, nominating, training, assigning, and evaluating of coaches.
  - Discuss, mediate, and resolve individual student athlete problems.
  - Provide for the orientation of new coaches to familiarize them with the Coaches' Handbook.

- Professional Development
  - Orient newly assigned coaches and assist in their development, as appropriate.
  - Assume responsibility for monitoring own professional growth and development through participation in professional organizations, through attendance at regional, state and national meetings, through enrollment in advanced coursework and the like.
  - Review and discuss at least annually the philosophy, beliefs, and contents of the Coaches'Athletic Handbook.

- Supervision/Evaluation
  - When possible provide mentors for newly assigned coaches.
  - Assume responsibility for supervision of all coaches assigned to the program.
  - Supervise the coaching practices and take corrective action as appropriate.
  - Assume responsibility for evaluating and counseling of all coaches regarding individual and group performance.
  - Provide access for certification workshops so all coaches meet requirements.

- Recommend, according to established procedures, the dismissal or non-renewal of a coach whose performance is unsatisfactory.
- Assume responsibility for the supervision and evaluation of the school district's athletic program.
- Analyze and discuss parent feedback surveys with coaches and the High School Principals.

- Other
  - Provide conferences between parents, athletes and coaches on an as needed basis.
  - Prepare or supervise the preparation and submission of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
  - Perform such other tasks as may be assigned by the Principal or Superintendent.
  - Coordinate athletic activities between the High School and Middle School.

TERMS OF EMPLOYMENT: Applicable terms of Cape Elizabeth Administrators Association agreement.

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The High School Principal will perform the evaluation. The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

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