

**SCHOOL DISTRICT OF SARASOTA COUNTY**  
**JOB DESCRIPTION**

**HIGH SCHOOL ATHLETIC DIRECTOR**

**SALARY SCHEDULE: INSTRUCTIONAL**

**COST CENTER: DISTRICT WIDE**

**QUALIFICATIONS:**

- (1) Bachelor's degree required from an accredited educational institution.
- (2) Florida Educator Teaching Certificate
- (3) Minimum of three (3) years successful teaching experience
- (4) Minimum of three (3) years as school athletic coach and/or assistant athletic director

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of national, state and district educational trends and goals in athletics and. Knowledge of effective school concepts and principles. Knowledge and use of state-of-the-art research and proven best practices for athletics. Ability to facilitate group processes that lead to quality outcomes in the areas of development, implementation, and evaluation of athletic school improvement. Ability to foster effective communication and working relationships with others in the organization. Ability to utilize appropriate technology.

**REPORTS TO:**

Principal or designee.

**JOB GOAL**

To provide leadership in planning, developing, implementing, and evaluating school based athletic programs.

**SUPERVISES:**

Head high school coaches and other assigned personnel.

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) To teach one class, either core content or leadership (support academically at-risk students).
- \* (2) To attend the meetings pertaining to athletics as set up by the FHSAA, school, and district i.e. rules clinics, scheduling meetings, etc.
- \* (3) To assist in the supervision and monitoring of the athletic programs.
- \* (4) To assist in the identification and evaluation of the head coaches.
- \* (5) To prepare an ongoing plan of facility improvements and repairs of athletic fields/facilities.
- \* (6) To prepare the athletic program budget and assume responsibility for monitoring and reporting expenditures.
- \* (7) To arrange transportation for all athletic events.
- \* (8) To direct the promotion, sale of tickets and fund-raising events of the athletic programs and assume responsibility for receipts and deposits of athletic funds with the school business office in accordance with established district procedures.
- \* (9) To assist coaches in arranging of field and gym practices and handle the logistics for aiding visiting teams.
- \* (10) To assist coaches in monitoring participants' progress in academic and school life and provides counseling and tutoring assistance where appropriate including bottom quartile students.
- \* (11) To coordinate the planning and organizing of individual sports banquets and award dinners in cooperation with teams, booster clubs and other organizations.
- \* (12) To monitor and communicate policies and procedures with school's athletic booster clubs.
- \* (13) To assume responsibility for arranging supervision of home athletic events.

## **HIGH SCHOOL ATHLETIC DIRECTOR (Continued)**

- \*(14) To administer the organization and scheduling of all interscholastic contests and prepares game contracts.
- \*(15) To present recommendations for changes in athletic policies and procedures to the district AD.
- \*(16) To cancel, postpone and reschedule contracted contests, officials, and transportation due to inclement weather or other hazardous conditions.
- \*(17) To prepare and submit all documents required for gender equity compliance to the district AD, i.e. Title IX rosters, corrective action, etc.
- \*(18) To determine eligibility of candidates for all athletic teams as it pertains to rules and guidelines established through the school, district, FHSAA, NFHS or other pertinent governing body.
- \*(19) To supervise and support coaches in certification and compliance.
- \*(20) To meet annually with all coaches in following school, district and state procedures and policies.
- \*(21) To supervise and monitor coaches in character education and sportsmanship.
- \*(22) To fundraise in order to help and support the financial needs for the entire athletic department.
- \*(23) To perform assigned tasks in a timely and efficient manner.
- \*(24) To perform assigned tasks with a high standard of quality.
- (25) To perform other duties as assigned by the principal or designee.

### **PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Supplement No. 03**

\*Essential Performance Responsibilities