

**Job Title:** Athletic Director (System) – Part-Time to be added to (incorporated in) existing position

**FLSA Exemption Status:** Exempt

**Term:** At the discretion of the Director of Schools

**Minimum Qualifications:**

1. Valid Administrator's license, preferred;
2. Experience coaching at different levels;
3. Understanding of TSSAA bylaws in addition to other policies and laws pertaining to secondary school athletics;
4. Knowledge of fundraising and promotional events;
5. Ability to manage relationships with coaches, school administrators, and the public; and
6. Clear direct communication individually and within the organization.

**Job Objectives/Goals:**

Coordinates the elementary, middle, and high school athletic program in collaboration with principals and coaches to ascertain programmatic needs on an annual basis, as well as prior to each season, to insure consistency and equity of programs.

**Responsibilities and Essential Functions:**

1. Serve as the school system liaison for athletics to the state department of education, TSSAA, and other sport related entities.
2. Responsible for the elementary basketball program – scheduling, publicizing dates, sites, and time of contests. Arranging for officials and the payment thereof. Rescheduling games as needed.
3. Oversee the ambulance services (ambulance at home football game, as needed).
4. Assist the schools to promote publicity for all sports – such as sports brochures and other sport publications, press releases, radio releases, and web-sites.
5. Foster good community relationships by keeping the community aware of and responsive to the athletic programs.
6. Respond to inquiries, concerns, and complaints in a timely manner.
7. Keep the Director informed about potential problems or unusual events.
8. Assist coaches and site-based athletic directors in keeping abreast of current practices, programs, legal issues, and the prevention of athletic injuries.
9. Set high standards for self and others.
10. Assist in the development and implementation of the school system athletic budget (section 714).
11. Coordinate the purchase of athletic equipment, when needed.
12. Serve as a consultant within the school system on all athletic construction projects.
13. Represent the school system in a positive and professional manner.
14. Assist in writing grant proposals and manage grants as needed.
15. Perform other work-related duties as assigned.

**Skills and Abilities Required:**

Must possess administrative, organizational, and financial skills in addition to a thorough knowledge of athletic policy and procedure.

**Physical Demands:**

This job may require lifting of objects that exceed twenty-five (50) pounds, with frequent lifting and/or carrying objects weighing up to ten (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

**Reports To:** Director of Schools or his/her designee

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

