Hickman County Schools Athletics

Job Title: School Athletic Director

Purpose of Position: Perform supervisory level duties to provide leadership in the development and improvement of the athletic program.

Reports to: Principal/District Athletic Director

Job Responsibilities:

* Coordinate and schedule events concerning the school athletic program.
* Organize the overall athletic program for the school.
* Communicate with coaches and administrators regarding the athletic program.
* Communicate high expectations to staff, students, parents, and community.
* Evaluate and submit improvements for all athletic facilities.
* Provide the media information regarding the school athletic programs and teams.
* Oversee all aspects of academic eligibility issues and requests.
* Serve as a liaison between school athletics and the classroom.
* Monitor student-athlete grades and progress in classes.
* Work and develop a relationship with school athletic booster clubs.
* Administer policies of TSSAA as they pertain to high school/middle school.
* Educate building principals and coaches on TSSAA policies.
* Work with coaches in preparation and game management including hiring of officials, game contracts, ticket sales, security, game workers, media, and any needs of visiting teams.
* Assist in selection, assignment, and evaluation of head coaches and staff members.
* Maintain documentation of proper training for coaches and staff members.
* Coordinate athletic physicals for student athletes and insure compliance of health examinations for all student athletes.
* Work with principals and coaches to ensure communication, cooperation, continuity, and structure between grade levels and feeder schools.
* Attend athletic events and practices at the school.
* Produce and make available to all schools the necessary athletic forms such as insurance waiver forms, informed consent, and emergency consent.
* Monitor compliance of colleges for student-athlete recruiting.
* Perform other duties as required by the Principal.