



Mobile County PUBLIC SCHOOLS

Job Description Title – Athletic Director (Local School)

SUPERVISED BY/REPORTS TO: Principal or his/her designee and/or System Athletic Director.

FLSA Designation: Exempt

QUALIFICATIONS:

- Valid Alabama teaching certificate.
- A minimum of five (5) years successful coaching and/or athletic director experience,
- Ability to meet suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Ability to be punctual and maintain regular attendance.

KNOWLEDGE:

Knowledge of policies and procedures related to student athletes as established by the Alabama High School Athletics Association and the Mobile County School Board, including but not limited to athletic eligibility, sportsmanship, etc.

LANGUAGE SKILLS:

Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to carry out the requirements of the job. Ability to write routine reports and correspondence that conform to prescribed style and format.

INTERPERSONAL SKILLS:

Works well with others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Promotes positive interactions with others. Ability to remain calm in stressful situations and to be resilient and flexible in the face of change.

REASONING ABILITY:

Ability to identify and define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions. Cognitive flexibility to shift thinking or attention in response to individualized student needs, problem solving steps, and/or a new or unexpected situation.

COMPUTER SKILLS:

Ability to use technology to communicate, to manage data, and to produce/submit required reports, correspondence, and/or financial information.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required to do the job. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.

1. Organizes and administers the overall athletic program in the school.
2. Provides leadership for the school's athletic coaches and staff. Always ensures proper professional and ethical behavior from all coaches.

3. Assumes responsibility for the organization and scheduling of all interscholastic athletic events. Approves the starting dates for all pre-season practices for each sport, in keeping with the state and local guidelines.
4. Works with the principal, coaches, cheerleaders, faculty, parents, and staff members in establishing and maintaining good sportsmanship standards in the school.
5. Works with the principal in hiring officials and security as required and assume general responsibility for the proper supervision of home games.
6. Arranges transportation for athletic contest participants.
7. Assumes responsibility for the athletic program following all Board policies and sees that all rules and regulations of the Alabama High School Athletic Association are followed.
8. Verifies each athlete's eligibility according to established and academic requirements of eligibility for participation in each sport. Makes sure that all forms and reports are filed on time. Maintains records of all forms and reports.
9. Coordinates through the head coach of each of each sport the budget and submits the budget requests to the principal for approval. Faithfully administers the athletic program budget. Approves and submits for final approval the purchases of all equipment bought for the athletic program in all sports and ensures proper purchasing procedures.
10. Assists with the processing of a proper insurance plan for athletes.
11. Works with administration with supervising all ticket sales and fundraising events of the athletic program and assume responsibility for proper handling of funds.
12. Works with administration with planning for non-school use of playing fields and facilities.
13. Works with the principal, coaches, and boosters in improving and maintaining existing facilities.
14. Arranges field, gym practice and all athletic schedules.
15. Provides for the physical examination for all athletes and assume responsibility for all processing of all reports and claims.
16. Plans and supervises an annual recognition program for all school athletes.
17. Maintains confidentiality of any school or school system related business and records.
18. Develops and maintain proper and professional relationships with students and other employees.
19. Adheres to school system rules, administrative procedures, local Board policies, and state, federal and local regulations. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
20. Ensures to the maximum extent possible, the safety and well-being of all participants in the athletic program.
21. Participates successfully in the training programs offered to increase skill and proficiency related to assignment.
22. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
23. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
24. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
25. Supervises and/or assists with extracurricular and co-curricular activities as assigned.
26. The depth of responsibilities may vary between High School and Middle School.
27. Performs other reasonable related duties that administration may assign.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job:

- The employee is frequently required to speak and listen. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and other technical devices. The employee is occasionally required to stoop, kneel, or squat.
- The employee may regularly lift and/or move up to 25 pounds and occasionally lifts to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.
- Certain positions in the school district may impose additional physical demands.

OTHER DUTIES:

- Participates in various student and parent activities which occur in school including but not limited to PTA or PTO, student clubs and after school activities.
- Attends staff, team, and departmental meetings. May be appointed to committees. Attends district and school sponsored professional development days. Attends relevant workshops and conferences with approval from the supervisor.
- Actively participates in professional associations as appropriate.
- Active member of a professional learning community.
- Committed to continuous self-improvement through professional development and other avenues.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- May work in a classroom setting. The noise level is usually low to moderate but occasionally high depending on classroom activities.
- May be exposed to weather conditions (i.e., cold and heat) when teaching outside the building.
- May be exposed to various noise levels in the gymnasium and in locker rooms.
- May be exposed to humidity, wind, and pollen if teaching outside.
- May be exposed to bloodborne pathogens.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the building principal or his/her designee.

TERMS OF EMPLOYMENT – FOR SALARY SUPPLEMENTS SEE SALARY SCHEDULE

The terms of the position and/or the supplemental employment contract for this position shall be in accordance with provisions in the Board's Salary Schedule. Athletic Directors are provided a Supplement depending on the school type (High or Middle). The supplement is awarded annually and is withdrawn at the end of each school year. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.