

Bottineau Public School District

Athletic Director Job Description

Qualifications:

1. Bachelor's Degree in education. Courses in the organization and administration of athletic programs are looked upon as favorable. Five years of experience as a teacher and coach.
2. Valid Teaching Certificate and a preference to completion of the National Federation of Fundamentals of Coaching course.
3. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before administrators, staff, parents and students.
4. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
5. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Reports To:

Superintendent of Schools

Supervisory Responsibilities:

Manages head coaches who supervise assistants and JV coaches in the Athletic department.

Performance Responsibilities:

1. Communicates, collaborates, and cooperates with colleagues, supervisors, and students.
2. Evaluates the development of the athletic programs by local, state, and national standards.
3. Supervises and directs the scheduling and contracting of contests in the elementary, middle and senior high school athletics.
4. Represents the Bottineau district in all athletic affairs at conference, district, regional, and state levels.
5. Supervises the coordination of all student activities transportation in the schools.
6. Supervises the maintenance of all athletic facilities and recommends improvements and/or replacements.
7. Supervises and conducts inventories of all athletic equipment and programs the repair of equipment and the acquisition of new supplies and equipment.
8. Recommends, administers, and controls the budgets for the areas under his/her supervision.
9. Arranges for paramedical emergency care at athletic contests.
10. Supervises the approval of and is responsible for hiring of officials in all sports activities.
11. Coordinates distribution of information about programs with the news media.
12. Coordinates and directs such athletic events as are allocated and assigned to the Bottineau Public Schools by conference officials and the North Dakota High School Activities Association.

13. Keeps informed of current research and findings of athletic equipment for the purpose of safety, and advises the Superintendent and School Board as necessary.
14. Keeps informed on legal decisions made in all areas under his/her supervision, particularly in the area of sex discrimination and negligence cases.
15. Assists in the development of bid sheets for athletic equipment.
16. Establishes and maintains communications with community agencies such as city health, fire, police, and park departments on matters pertaining to health, physical education, athletics, and safety.
17. Maintains active involvement with athletic agencies and associations at state, regional and national levels.
18. Represents the Bottineau Public Schools in the scheduling of the Bottineau Arena (The Lumberdome) and the Rugby Arena as required.
19. Develops and enforces professional standards of conduct among staff members.
20. Coordinates and supervises pre-service, in-service, and general workshops for the athletic staff members.
21. Serves as coordinator and liaison of activities pertaining to recreation with the Bottineau Park Board as necessary.
22. Assists in the recruitment, selection, assignment, and evaluation of athletic coaches.
23. Recommends and administers policies and regulations pertaining to athletics.
24. Develop long range plans for student activities, facilities and programming.
25. Gather and maintain permanent participation records which include an annual summary for each activity.
26. Is responsible for the overall direction, coordination, and evaluation of this department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Communicating with the administration on all personnel hiring functions.
27. Other duties as assigned.

Evaluation:

1. Job performance is evaluated in accordance to district guidelines by the district supervisor.
2. Information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.