

*District Athletic Director - Duties*

Responsible for:

1. Leading, supervising and evaluating the interscholastic sports program.
2. Monitoring and ensuring a safe and healthy environment for all athletic activities and events, and promoting a high level of morale among coaches and student-athletes.
3. Recruiting, recommending, assigning, orienting, supervising and evaluating all athletic coaches and other athletic support personnel.
4. Promoting a positive sports culture for middle school and high school sports programs.
5. Staying informed about and enforcing all District, Central Athletic League, and PIAA rules and regulations related to interscholastic athletics.
6. Ensuring that all coaches are fully qualified, trained, supervised, cleared and certificated as needed to be employed as a coach in the District.
7. Fostering and promoting positive school-community relations and participating in meetings with parents and members of the school community as needed.
8. Maintaining the District handbook for coaches and regularly communicating and reinforcing handbook guidelines and expectations.
9. Administering and arranging the scheduling of, and transportation to, athletic activities and events.
10. Determining that locker rooms, playing fields, athletic facilities, and athletic storage areas are maintained in proper condition.
11. Scheduling all athletic events.
12. Organizing and presiding at awards ceremonies.
13. Administering programing and arranging the hiring of officials, security, event workers and all others needed to properly carry out athletic events. Attend state and local athletic meetings as needed.
14. Coordinating activities of college representatives recruiting athletes for college programs.
15. Planning and preparing the annual athletic budget
16. Overseeing and authorizing expenditures from the athletics budget and overseeing student athletic accounts and team inventories.

17. Monitoring academic, medical, impact and other participation and eligibility requirements for student-athletes in accordance with PIAA regulations.
18. Performing such other tasks and assume such other responsibilities from time to time as the Superintendent may assign or delegate.

Reports to Superintendent of Schools or designee

*Physical Requirements of Job Functions:*

Standing 0-7 hours at a time 1-7 hours per day

Walking 0-4 hours at a time 1-7 hours per day

Sitting 0-2 hours at a time 0-5 hours per day

Driving Occasionally

*Essential Functions Measured in Terms of Frequency:*

DEFINITIONS:

Not at all: 0% Occasionally: 1-33% Frequently: 34-66% Constantly: 67-100%

I. Body Movement Frequently

1. Bend/Stoop Frequently

2. Squat/Crouch Occasionally

3. Climb Occasionally

4. Crawl Not at all

5. Overhead reach Occasionally

6. Shoulder reach Frequently

7. Kneel Occasionally

8. Twisting Occasionally

II. Lifting

1. 0-10 lbs. Frequently

2. 11-20 lbs. Occasionally

3. 21-40 lbs. Occasionally

Additional Comment: May climb flights of stairs or bleachers in or around building.

III. Repetitive Movement

1. Feet (both) Not at all

2. Hands (both) Constantly

typing/writing

fine manipulation

simple grasping

light pushing and pulling

*Terms of Employment:*

School year established by contractual agreement with the Board of School Directors.

Adopted: June 9, 2016

Revised: October 5, 2021