

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

**JOB DESCRIPTION
ATHLETIC DIRECTOR**

QUALIFICATIONS:

- Must be a National Federation of High School (NFHS) certified Athletic Administrator
- Licensure as a Principal/Assistant Principal or Supervisor/Director preferred
- Must have head-coaching experience

REPORTS TO:

Superintendent-Director and Principal

RESPONSIBILITIES:

1. Oversee all athletic and intramural programs and staffing.
2. Order and maintain accurate inventories of all equipment and uniforms.
3. Develop and submit Athletic budgets to the principal.
4. Schedules all athletic contests.
5. Coordinate with the Transportation Department the arrangements for transportation for all contests and practices.
6. Hire officials for athletic contests, as appropriate.
7. Record and follow up on all athletic injuries which have occurred.
8. Prepares emergency response procedures and trains all coaches with the assistance of the Athletic Trainer.
9. Check eligibility requirements for all athletes on a trimester basis.
10. Schedule game attendants to assist with tickets, scoring, and other duties necessary for the efficient running of contests.
11. Provides a pre-season meeting for all coaches and ensures that all coaches are certified in the NFHS Fundamentals of Coaching course by year two of their appointment, and has taken an approved Sports First Aid/CPR course, has taken the Specific and Technical and Tactical course by year three of their appointment (if available), and takes an annual Concussion Course.
12. Recruit and interview candidates for coaching vacancies.
13. Evaluate all coaches and athletic trainers.
14. Provide assistance and supervision to coaches and athletic trainers through visits and observations of practices.

15. Attend home games whenever possible, or arrange for supervisory substitution.
16. Arrange for all contracted services, including reconditioning, laundry, police and ambulance details, etc.
17. Oversees the Varsity Athletic account.
18. Recommend policies for the awarding of varsity letters, trophies, jackets and other awards and ceremonies.
19. Assist with the coordination of private rentals of fields and athletic facilities.
20. Assist with the athletic policy portion of the Student Handbook.
21. Maintain accurate seasonal and yearly records of all teams and athletes.
22. Be aware of and enforce the rules and regulations of the school, league, and the MIAA concerning interscholastic sports.
23. Obtain anti-hazing signoff by all coaches and advisors of athletics and activities for each season and submit to the Principal.
24. May be assigned .2 teaching responsibilities or the equivalent in supervisory duties.
25. Informs the School Committee on a regular basis of happenings in the athletic department.
26. Coordinates the purchase of athletic equipment and supplies with the coaching staff.
27. See that fields, gym, equipment, and clocks are ready for games.
28. Determines the ability to hold a contest with respect to weather.
29. Accept additional responsibilities not inconsistent with the position when requested by the Superintendent-Director or Principal.

TERMS AND CONDITIONS OF EMPLOYMENT:

1. The nature of this position may require time beyond the regular workday, and it is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.
2. A stipend beyond salary is compensation for the amount of time (including before school, after school, and outside the school day and year) necessary to perform the functions of the job at a proficient level.