

Sheffield City Schools
Job Description – Athletic Director

POSITION TITLE: Athletic Director

QUALIFICATIONS: Must hold a valid Alabama teaching certificate.

REPORTS TO: Principal

JOB GOAL: To provide each student of secondary school age an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play

SUPERVISES: Coaches and athletic events

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

1. Work with principal to see that all coaching positions are filled with qualified personnel that represent Sheffield City Schools well and have the best interest of the young people at heart.
2. Work with head coach of each sport to make sure that each sport has a challenging, well reviewed schedule of games and/or events. Shall make sure that schedules are published in a variety of ways to ensure that the various publics are aware of the schedules. (E-mail/Web page/printed, etc.)
3. In conjunction with principals, develop job descriptions for head coaches. Have head coaches develop job descriptions for their assistant coaches.
4. Work closely with the Athletic Boosters Club to make sure that all sports are represented and supported equally.
5. Work with Sheffield Recreation Department to provide additional activities for Sheffield youth.
6. Work closely with communication in the area to see that Sheffield athletics are publicized appropriately.
7. Maintain excellent communications with parents, churches, and social clubs.
8. Work with the principal to make sure that all sports stay solvent.
9. Implement steps to ensure the safety of all student athletes.
10. Maintain an inventory of all athletic equipment and resources for each sport.
11. Maintain compliance with all Alabama High School Athletic Association rules and regulations.
12. Monitor and Maintain all athletic fields and facilities.
13. Encourage coaches to seek in-service in their sport and classes taught.
14. Working with all coaches, develop an off season and summer training program.
15. Work with all Sheffield City Schools to promote Sheffield athletics.
16. Work with Sheffield High/Junior High faculty to ensure athletes are working in the classroom.

SALARY: Applicable Teacher's Salary Schedule plus appropriate supplements

EVALUATION: Performance of the job will be evaluated in accordance with Board policy.

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 Sheffield City Schools Board of Education reserves the right to amend the job description as needed.