

**MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	Athletic Director
Reports To:	Principal/Superintendent
Position Status :	220-day administrative contract (Section 3319.02 – ORC)
FLSA Status:	Exempt
General Description:	Administer an effective, efficient program of interscholastic athletics which provides optimal opportunity for participation for all students.
Qualifications:	<ol style="list-style-type: none"> 1. Valid Ohio Principal's license and pupil activities permit. 2. Master's degree or higher from an accredited college or university. 3. Successful experience as a teacher, supervisor, coach, and/or administrator. 4. Knowledge of Ohio School Law and Ohio High School Athletic Association (OHSAA) bylaws. 5. Proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same. 6. Good health, high moral character, and good attendance record. 7. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access classroom, office, athletic facilities, and appropriate areas of school and District property and facilities. 2. Exemplary communication and interpersonal skills. 3. Able to present information to individuals, small groups, and large groups in a clear and compelling manner. 4. Able to work successfully with students, parents, teachers, administrators, and the community. 5. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 6. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. *Administer the athletic program in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, OHSAA bylaws, and the provisions of State and Federal law. 2. Promote the District's philosophy and goals in the development, implementation, and continuous improvement of the athletic program for the school. 3. Engage parents and community members in the educational process and in the support of student learning, achievement, participation, health, safety, and overall wellbeing. 4. Allocate resources and manage school operations to provide a safe and productive environment for learning, playing, and competing. 5. Recruit and promote student participation in athletic, academic, and other school programs. 6. Oversee academic program motivation and support for student athletes. 7. Respect the diversity of culture, language skills, and experiences of students, parents, and staff. 8. Cultivate student involvement, responsibility, leadership, sportsmanship, and personal wellbeing. 9. Oversee post-secondary recruitment activities and athletic scholarship opportunities. 10. Update and coordinate publication and distribution of the athletic department handbook and the Athletic Code of Conduct. 	

11. Develop and maintain positive school-community relationships and timely communications.
12. Coordinate appropriate recognition of student athletes throughout the season and at the conclusion of the season/program.
13. *Schedule and contract for all athletic activities, arrange for student transportation, and assign officials.
14. Serve as liaison with OHSAA, athletic league/member schools, competing schools, officials, booster and support groups, Adult Community Education and Recreation, and other community agencies.
15. Promote and manage tournaments and special events for the District and OHSAA.
16. Assist in the recruitment, selection, retention, and development of coaches, advisors, and support personnel for the program.
17. *Supervise the assignment, supervision, and evaluation of coaches, advisors, officials, and support personnel.
18. Promote appropriate professional development programs and orientation/training for athletic department staff.
19. *Oversee the program of health, safety, and guidance services for student athletes.
20. Administer physical examination requirements, health and injury care/response and reporting, eligibility determination, disciplinary action, and awards.
21. Supervise the system of student records, eligibility reporting, and management information and reporting.
22. *Maintain complete and accurate records as required by law, District policy, and administrative guidelines.
23. Provide input in budget preparation and oversee implementation.
24. Requisition all material, supplies, and equipment as needed to carry out program.
25. Administers the sale of tickets, approved disbursements, deposit of all receipts, and maintain complete and accurate financial records.
26. Supervise the maintenance, cleaning, storage, distribution/collection, and inventory of District athletic equipment and uniforms.
27. Supervise athletic facilities and equipment and provides for custodial/maintenance service, construction, replacement, or repair as needed and approved.
28. *Oversee supervision and security at District athletic events.
29. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.
30. Respond to specific requests from the Principal/Superintendent on matters affecting the athletic program and operation of the District.

Other Professional Expectations:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Instill in students the belief in and practice of ethical principles and democratic values.
3. Keep up-to-date and knowledgeable of educational issues, athletics, and District-related matters.
4. Perform other job functions as assigned.

Additional Working Conditions:

1. Frequent travel and/or evening/weekend work.
2. Occasional exposure to blood, bodily fluids, and tissue.
3. Occasional operation of a vehicle under inclement weather conditions.
4. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.