

ATHLETIC DIRECTOR DUTIES

The Athletic Director and head coach organize and direct the interscholastic and intramural competitive sports program for secondary schools. The director is under the general direction of, and responsible to, the high school principal and maintains direct supervisory responsibility for members of the coaching staff in the exercising of their coaching duties.

The Athletic Director is directly responsible to the superintendent for overall direction of the athletic program and directly responsible to the principal for athletic activities relating to that individual school. The position requires a ten-month contract.

Responsibilities include planning, organizing, coordinating, and supervising the athletic program for all secondary schools.

Duties and Responsibilities:

1. Secondary
 - A. Responsibility for scheduling all 7th through 12th grade athletic contests.
 - B. Secure officials for all 7th through 12th grade athletic contests.
 - C. Responsible for recording of schedule on the master calendar.
 - D. Shall be available to assist the high school principal with the supervision of high school athletic contests.
 - E. Serve as director for all local 7th through 12th grade tournaments.
 - F. Attend 7th through 12th grade athletic events when possible.
 - G. Responsible for maintaining athletic eligibility records and for all correspondence and communication with the Oklahoma Secondary Schools Activities Association.
 - H. Report accidents on an accident report form and keep on file.
2. Athletic Equipment
 - A. Responsible for maintaining an accurate and up-to-date inventory of all athletic equipment in all schools, indicating the reason for disposition of old equipment.
 - B. Responsible, in cooperation with the coach of each sport, for determining needs for new equipment. Purchase of athletic equipment will be made in accordance with board of education and administration requirements.
 - C. Should serve as central advisor in purchasing athletic supplies and equipment.

ATHLETIC DIRECTOR DUTIES (Cont.)

3. Facilities

- A. Be responsible to see that athletic facilities are properly secured, cared for, and maintained.
- B. Make recommendations to the administration concerning facility improvement and needs.

4. Transportation

Prepare transportation request for out-of-town athletic events and submit to the transportation director.

5. Personnel

- A. Supervise and coordinate staff relations of 7th through 12th grade coaches in matters relating to athletics.
- B. Handle the initial step in hearing athletic grievances from coaches. If the grievance cannot be disposed of at this level, the athletic director will then refer the matter to the principal.
- C. Responsible for recommending coaching assignments to the principal.
- D. Should hold regular meetings with 7th through 12th grade coaching staff.
- E. Will participate in the interviewing and recommending of all new coaching applicants.
- F. In cooperation with the principal, supervise all athletic dinners, banquets, awards, etc., at the secondary school level.

6. Elementary

Coordinate use of facilities at secondary schools by elementary personnel.

Assistant Athletic Director

The position is a nine-month job. The position would be directly responsible to the Athletic Director.

Duties and Responsibilities:

- 1. Aid the Athletic Director in scheduling all 7th through 12th grade athletic contests.
- 2. Be available to assist with the supervision of 7th through 12th grade athletic contests.
- 3. Attend 7th through 12th grade athletic events when possible.