

Franklin County Community School Corporation

Job Title	Athletic Director – High School			
Position Type	<input checked="" type="checkbox"/> full time	<input checked="" type="checkbox"/> certified	<input type="checkbox"/> 180 days	<input checked="" type="checkbox"/> 220 days
	<input type="checkbox"/> part time	<input type="checkbox"/> non-certified	<input type="checkbox"/> 185 days	<input type="checkbox"/> 230 days
			<input type="checkbox"/> 190 days	<input type="checkbox"/> 12 months
			<input type="checkbox"/> 195 days	<input type="checkbox"/> as needed
			<input type="checkbox"/> 210 days	

Job Purpose: The Athletic Director plans, coordinates, implements, supervises, and evaluates all aspects of the high school athletic program.

Duties:

1. Actively recruits qualified candidates for all Franklin County High School athletics.
2. Coordinate the selection process when filling head varsity coaching positions, i.e. schedules interviews, screens references, prepares questions, etc.
3. Make recommendations for all coaching positions to the Building Principal.
4. Serves as a mentor to all new coaches.
5. Responsible for certification of the coaching staff in adherence with local and State guidelines.
6. Responsible for the orientation of all coaches regarding local policies and expectations, conference guidelines, and ISHAA regulations.
7. Responsible for ensuring that all varsity coaches are members of their respective coaches' organization.
8. Complete an evaluation and conducts a conference with head varsity coaches at the conclusion of each season.
9. Disseminate, collect, and maintains all required student-athlete paperwork, i.e., physicals, insurance, transportation permission forms, etc.
10. Disseminate ISHAA materials and enforce ISHAA rules and regulations, including player eligibility.
11. Confirm student-athlete eligibility before the season begins and monitor eligibility throughout the season.
12. Work with coaches, teachers, administrators to ensure that student-athletes follow the Athletic Code of Conduct. Administer consequences in a fair and consistent manner when needed.
13. Develop a schedule for all varsity, junior varsity, and freshman athletic events.
14. Coordinate the use of all athletic facilities for games, practices, and other events.
15. Ensure that all athletic facilities are prepared for games, practices, and other events.
16. Provide officials for all home competitions.
17. Secure appropriate auxiliary personnel for all home competitions, i.e., concession stand workers, ticket sales, security, chain crew, announcers, starters, etc.
18. Collect rosters and prepare sports programs.
19. Provide supervision for home competitions.
20. Work with the Athletic Trainer and the School Nurse to ensure the health and safety of student-athletes.
21. Work with Director of Transportation to schedule transportation to and from events.
22. Responsible for the development and oversight of the Athletic Department budget.
23. Approve fundraisers for the different athletic teams.
24. Maintain an inventory of all athletic equipment and uniforms.
25. Oversight of athletic equipment storage.
26. Evaluate all athletic facilities and equipment on an annual basis. Prioritize needs and make recommendations to the administration regarding maintenance, capital improvements, and purchasing.

27. Schedule and supervise summer sports clinics.
28. Schedule and organize a Fall, Winter, and Spring Sports banquet, and a Senior Athlete Recognition Banquet.
29. Schedule and supervise "Senior Recognition" game for all sports.
30. Coordinate the ordering of letter jackets, letters, chevrons, award patches, etc. in a timely manner.
31. Schedule and supervise summer sports clinics.
32. Represent Franklin County High School at Conference, County, State, and IHSAA meetings.
33. Maintain FCHS Hall of Fame. Develop a vehicle to recognize graduates that continue their athletic career in college.
34. Conduct monthly Athletic Council Meetings.
35. Serve as liaison between the booster groups, coaches, and school administration.
36. Maintain a relationship with middle school, elementary school, and community youth sports programs.
37. Develop and maintain a relationship with local media outlets. Work with local media to "market" Franklin County sports.
38. Provide a channel through which students, parents, and community members may express their concerns about an athletic program.
39. Mediate conflicts between coaches and athletes, coaches and parents, coaches and teachers, etc.
40. Troubleshoot the day to day operation of the high school athletic program.
41. Develop athletic policies as needed and communicate these policies to all concerned.
42. Other duties and responsibilities assigned by the Building Principal.

Skills/Qualifications:

1. Shall hold a Bachelor of Arts Degree in Education, Sports Management, or related field.
2. A minimum of three (3) years coaching experience or evidence of experience with high school athletics.
3. Teaching experience preferred.
4. Organizational skills.
5. Communication skills.
6. Proficient in the use of technology.

Evaluated by	Building Principal
	The employee shall be evaluated annually.