



Revised 3/13

## JOB DESCRIPTION

**Position Title:** Athletic Director  
**Division:** Local School  
**Department:**  
**Reports To:** Principal

**FLSA:**  
**Pay Grade:**  
**Salary Schedule:**  
**Work Days:**  
**Job Code:** CGBA-R (8)

**Primary Function:** Provide students 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

**Requirements:**

**Education Level:** Bachelor's Degree

**Certificate/License Required:** Valid GA teaching certificate in area of teaching assignment

**Experience:** High School Coach and Athletic Director, written and oral communication skills

**Physical Activities:** Routine activities that are required to fill job responsibilities.

*Board of Education and the Superintendent may accept alternative to one of the above requirements.*

### ESSENTIAL DUTIES:

1. Demonstrate prompt and regular attendance
2. Organize and administer the overall program of both intramural and interscholastic extracurricular athletics
3. Provide leadership in selection, assignment, and evaluation of athletic coaches and staff members
4. Create an athletic handbook including all coaching job descriptions
5. Attend state and regional athletic meetings and conferences
6. Foster good school-community relations by keeping community aware and responsive to the athletic program
7. Create and communicate master sports calendar, including use of facilities, to Principal
8. Assume responsibility for organization and scheduling of interscholastic athletic events
9. Coordinate with coaches and transportation director to schedule all athletic departure times and provide bus supervision with trip sheet
10. Develop and implement appropriate rules and regulations governing the conduct of athletic activities
11. Establish and monitor requirements of eligibility for participation in each sport and verify academic eligibility for each athlete
12. Assist in preparing and administering athletic program budget
13. Arrange for visiting team needs
14. Requisition program supplies and equipment
15. Make arrangements for non-school use of playing fields
16. Schedule athletic field and gym use
17. Assist with orchestration and facilitation of pep rallies
18. Provide for proper administration of physical examination for all athletics prior to beginning of each season and maintain those records
19. Plan and supervise an annual recognition program for school athletics
20. Responsible for game management: game workers, officials, score keepers, etc.
21. Serve as a liaison between the school and the athletic booster
22. Perform other duties as assigned by appropriate administrator