

## Job Description

**Job Title:** Athletic Director  
**Position Code:** 4E14, DE14  
**Job Classification:** Exempt

**Supervisor:** High School Principal  
**Pay Grade:** 38  
**Contract Length:** 220 Days

### Job Summary

Under the supervision of the Principal and technical guidance of the school Division Director of Athletics, position is responsible for organizing and operating an effective and comprehensive athletic program at a high school. The work involves preparing budgets, conducting needs assessments, developing written material for distribution to coaches, athletes, parents and the community. The incumbent frequently develops and refines own work routine and is expected to carry assignments through to completion independently.

### Essential Duties

1. Manages all VHSL-related positions at the school; supervises and advises coaches; conduct coaches' meetings to explain local and state rules and regulations.
2. Prepares and certifies all interscholastic eligibility and develops school's master eligibility list for the Virginia High School League.
3. Prepares and issues coaches' handbooks; schedules and conducts coaching orientation by sport seasons; schedules and conducts preseason interscholastic meetings with athletes and parents; assists in development of athletic handbook/planners, organizing and distributing of athletic team pictures, and processing of all contracts between athletic organizations and organizations outside the school.
4. Staffs and manages the operation of all home activities and events. Staffing includes: support personnel, security, game officials and custodial support; coordinates ground services for field preparations; establishes and maintains crowd control procedures for all events to ensure proper enjoyment and safety of all spectators and participants.
5. Submits required documentation for athletic events to include, but not limited to game schedules, police, and officials, gate receipts, ticket inventory and control sheets, interscholastic inventory and budgets; explores opportunities for fundraising to support the school's athletic program needs
6. Secures and schedules transportation for all athletic activities and prepares necessary documents; schedules student athletic physicals and is responsible for maintaining documents/records of same; maintains an inventory of uniforms, medical supplies, and equipment for all interscholastic activities.
7. Serves as a director for district, region and state interscholastic activities and championships; organizes, schedules and conducts recognition programs and assemblies for athletic programs; serves as a liaison to the Parent and Booster groups.
8. Maintains master athletic calendar for school and community use; coordinates athletic fundraisers and concessions; coordinates logistical aspects of planned events by school administration; coordinates the use of school athletic bulletin boards and show cases.
9. Models nondiscriminatory practices in all activities; monitors school's VHSL activities to ensure Title IX compliance
10. Maintains involvement with local, state and national professional organizations.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs any other related duties as assigned by the Principal or other appropriate administrator.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. An individual must possess a strong knowledge of social science research and evaluation methodology, statistics, and data processing. Knowledge of data processing software. Skill in explaining testing and statistics to administrators, teachers, and parents. Ability to communicate, both in writing and orally, technical information in a way that is understandable to people without technical training. Demonstrated ability to work effectively with

staff from various parts of a school system. Knowledge of quality management, systems thinking, and strategic planning are highly desirable. Skill in report writing and oral communication, including public speaking and interpersonal relations required. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelor’s degree and at least 3 years’ experience coaching a VHSL sport. Knowledge of VHSL Regulations. Working knowledge of Title IX and its applicability to public school athletics. Understanding and working knowledge of state, and local initiatives concerning athletics. Ability to establish and maintain effective working relationships with school administrators, parents, students, and general public. Knowledge of policy, organization and operation of a successful high school athletic program. Ability to communicate effectively both orally and in writing, including the ability to publish and to make presentations to community groups, organizations, and other officials. Ability to effectively manage several tasks simultaneously, using organizational, managerial and leadership skills.

**Working Conditions and Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit or stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; physical agility to lift up to 50 pounds.

**Supervision Exercised:** Coaches and other school personnel with VHSL-related supplemental contracts

**Supervision Received:** Principal

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Athletic Director will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 01/19 CR