

Job Description
La Porte Community School Corporation

JOB TITLE: High School Athletic Director

SUMMARY: Plans, administers, and directs athletic activities at private or public recreational facilities or schools by performing the following duties.

QUALIFICATIONS: Master's degree; valid Indiana teaching certificate; and, previous secondary coaching experience. Preferred: administrative license; technology experience with data bases and spreadsheets.

IMMEDIATE SUPERVISOR: High School Principal

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

- 1.) Responsible for the planning and formulation of all athletic schedules, and presenting them to the principal for approval.
- 2.) Responsible for the preparation of all game contracts and official contracts, and presenting them to the principal for signature.
- 3.) Maintains an accurate file of all contracts involving the school athletic teams.
- 4.) Provide official representation of the school at athletic contests or other such meetings as require school representation.
- 5.) Plan for adequate faculty assistance at both home and away contests and provide the principal or his designated representative with recommendations regarding personnel needs.
- 6.) Arrange for the provision of equipment and supplies needed for contests.
- 7.) Serve as ticket manager for all athletic events in which La Porte High School and/or its fans are involved.
- 8.) Supervise the keeping of accurate records of receipts and disbursements, and for annual reporting of the same.
- 9.) Supervise the arranging of all athletic department travel through the Assistant Athletic Director.
- 10.) Responsible purchasing all athletic equipment and supplies.
- 11.) Responsible for developing and implementing a program for the maintenance, repair, and storage of athletic equipment.

- 12.) Responsible for developing a program for the use of athletic facilities so as to minimize the conflict between teams which are competing or practicing concurrently, and schedules the use of these facilities.
- 13.) Make recommendations regarding the maintenance and repair of athletic facilities.
- 14.) Receive recommendations from head coaches and forward to the principal with appropriate comments.
- 15.) Evaluate and submit recommendations to the principal regarding the selection, retention, and assignment of coaches (including yearly evaluations of all coaches).
- 16.) Supervise the development of athletic department policies and submit them to the principal for consideration.
- 17.) Receive equipment and supplies when delivered, and verify the bill of lading.
- 18.) Coordinate the yearly inventory of all athletic equipment and supplies.
- 19.) Ensure that athletic equipment or supplies which are to be purchased from the high school budget are presented to the principal at the proper time.
- 20.) Help interpret the athletic program to the community and assist the coaches in public relations.
- 21.) Serve as coordinator of facilities for the boys' and girls' intramural programs and cooperate with the directors of these programs.
- 22.) Interpret and enforce the IHSAA by-laws and rules as well as Title IX requirements.
- 23.) Work closely with other schools in the athletic conference to coordinate activities.
- 24.) Work with the coaches on the feeding of athletes according to the policies set by the Athletic Council.
- 25.) Serve as a member of the Athletic Council.
- 26.) Call coaches meetings as needed.
- 27.) Work with the principal in applying for hosting IHSAA tournaments.
- 28.) Make all arrangements for the three yearly sports banquets and all awards and honors involved with each.
- 29.) Coordinate and supervise the certification of scholastic eligibility of all athletes.
- 30.) Coordinate the swim athletic program with the pool director.

- 31.) Supervise the Assistant Athletic Director at his/her work.
- 32.) Assign tasks to the Assistant Athletic Director as provided in his/her job description.
- 33.) Administer and monitor the drug-testing program.
- 34.) Coordinate high school cheerleaders and pom-pons.
- 35.) Perform all other duties as assigned by the principal.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedural manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of athletes, school officials, parents, and the press.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: Braille writer, pen, pencil, pointer, slate, stylus, projector, public-address system tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps publications, reference books, textbooks, computers.

TERMS OF EMPLOYMENT: Two hundred, twenty-day calendar; salary and benefits to be determined by the board of school trustees.