GUILFORD COUNTY SCHOOLS

ATHLETIC DIRECTOR

GENERAL STATEMENT OF JOB

Under general supervision, employee coordinates all athletic programs within the assigned school. Reports to the school principal or designee.

SPECIFIC DUTIES AND RESPONSIBILITIES

Coordinate all schedules with the principal and commissioner of the conference.

Assign and supervise all gatekeepers and workers for all athletic contests.

Examine all playing arenas to see if they are available and ready for play.

Obtain playing arena when there is a need for practice or to use as game site.

Confirm the availability of sports equipment which is needed for the game.

Arrange for payment of all game officials.

Arrange for all the change that is needed for all gatekeepers. Make available change boxes, tickets, stamps, etc. which are needed by gatekeepers.

Coordinate all tournaments and post season games with the principal.

Coordinate with the principal the welfare of all athletes.

Verify the eligibility of all athletes.

Suggest the monetary allowance for athletes and coaches when playing a contest that requires over-night lodging and food.

Schedule physical examinations for all athletes.

Work with coaches and the principal to ensure the eligibility of each athlete is certified prior to participation.

Work with the principal and the school SRO in securing law enforcement officers to provide security for athletic contests.

Coordinate all athletic functions such as booster club meetings, athletic banquets and other athletic meetings.

Coordinate the attendance of coaches at coaches' clinics and workshops.

Serve as public relations liaison for all routine news media requests related to athletics.

Coordinate with the principal any postponement of contests because of weather or other factors.

Work with coaches in solving morale problems. Serve as a booster of the schools athletic program.

Offer constructive criticism to fellow coaches.

Coordinate the purchase, reconditioning and storage of athletic equipment.

Coordinate the preparation for all home contests and events; supervises or directs cleanup after contests.

Coordinate transportation for all athletic events requiring travel using procedures established by the GCS Transportation Dept.

Provides assistance in planning a budget.

Serve as director of special events and promotions for athletic department.

Performs other duties as required.

Work closely with the Guilford County Athletic Director.

Schedule and conduct pre-season meetings for all sports as required by the NCHSAA.

Submit athletic eligibility summary and pre-season meeting certification t the NCHSAA as required at the beginning of the season.

Ensure all coaches are aware of GCS, NCHSAA, and NFHS rules applicable to their sport and the expectations of coaches.

Ensure compliance with all GCS, NCHSAA, and NFHS rules.

Work with the principal to develop a supplement plan for paying coaches.

Submit work orders for necessary facility repairs or routine maintenance.

Provide booking agents with a complete schedule prior to the season.

Work with the principal in finding new coaches as openings occur.

KNOWLEDGE, SKILLS AND ABILITIES

Must possess administrative, organizational and financial skills in addition to a thorough knowledge of athletic policy and procedure.

MINIMUM TRAINING AND EXPERIENCE

A minimum of five years coaching experience at the high school level preferred.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.