

**Job Title:** **ATHLETIC DIRECTOR**

**Qualifications:** To provide leadership in the planning, implementation, coordination, supervision of the athletic program. Promote athletic activity that fosters skills, understanding of sports, appreciation for a variety of athletic activities, teamwork and sportsmanship for students and adults.

**Reports to:** Principal

**Type of Position:** 10 Month

**Responsibilities:**

- Develop, review and revises the athletic handbook with the Principal.
- Represents the district at all events.
- Schedules activities, and use of the fields for the district.
- Work with the Director of Facilities for field preparation and maintenance, using district equipment such as the tractor, mower, weed whacker, etc.
- Assume responsibility for the cancellation of games as circumstances require and notify the Director of Facilities of such cancellations
- Performs such other tasks as may be assigned by the Superintendent of Schools of SAU #94

**EVALUATION: Performance of this job will be evaluated by the Principal**

**PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):**

**PRIMARY PHYSICAL REQUIREMENTS**

Lift up to 10 lbs: Frequently required  
Lift up to 25 lbs: Frequently  
Lift 26 to 50 lbs: Occasionally  
Lift over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently required  
CARRY 11 to 25 lbs: Frequently  
CARRY 26 to 50 lbs: Occasionally  
CARRY over 50 lbs: Rarely

REACH above shoulder height: Frequently  
REACH at shoulder height: Frequently required  
REACH below shoulder height: Frequently required  
PUSH/PULL: Frequently

**DURING AN EIGHT HOUR DAY,  
EMPLOYEE IS REQUIRED TO:**

|                   |             |
|-------------------|-------------|
| Consecutive hours | Total Hours |
| Sit: 2            | 6           |
| Stand: 1          | 1           |
| Walk: 1           | 1           |

**OTHER PHYSICAL CONSIDERATIONS**

Twisting: Frequently  
Bending: Frequently  
Crawling: Frequently  
Squatting: Frequently  
Kneeling: Frequently  
Crouching: Frequently  
Climbing: Frequently  
Balancing: Frequently

**WORK SURFACES:** (describe)

Floor, table  
Mats, Chairs  
Desk, playground  
Office equipment, computer

**HAND MANIPULATION**

|            |                     |
|------------|---------------------|
| Grasping:  | Frequently          |
| Handling:  | Frequently required |
| Torquing:  | Frequently          |
| Fingering: | Frequently required |

**Environment: Inside: 98%      Outside: 2%**

Short Description: (Example: Work is performed inside and out of doors in an environment, which includes exposure to physical elements or a number of disagreeable working conditions.)

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

**COGNITIVE AND SENSORY REQUIREMENTS:**

Talking: Necessary for communicating with others.

Hearing:

Necessary for receiving information and instructions.

|                     |  |
|---------------------|--|
| Sight:              | Necessary to do job effectively and correctly.       |
| Tasting & Smelling: | Smelling required to detect noxious fumes and odors. |

**SUMMARY OF OCCUPATIONAL EXPOSURES:**

Bacterial and viral infections carried by children

Cleaning products

Valid driver's license required for travel outside office.