

Mission: R.S.U. No. 67 strives to provide a safe, caring, supportive educational environment which empowers all individuals to fulfill their unique potential as lifelong learners and to become responsible, contributing citizens in an ever-changing global society.

**R.S.U. No. 67
Chester, Lincoln, Mattawamkeag
Job Description**

Title: District Athletic Director

Reports to: Superintendent of Schools

Qualifications:

- Bachelor's Degree in job-related area. State of Maine Athletic Director 215 certification required.
- Job-related experience within specialized field with increasing levels of responsibility.
- Skills are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: developing effective working relationships; operating standard office equipment, including utilizing pertinent software applications; planning and managing projects and programs; overseeing program activities; preparing and maintaining accurate records; personnel evaluation and administering personnel policies and procedures.
- Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent laws (specifically Title IX compliance and interpretation, and LD 1873-Concussion Management), codes, policies, and regulations; personnel processes; basic budgeting; purchasing specifications; contract administration; and communications systems.
- Technology skills to establish an active online presence for the district's athletic programs
- Proven, successful coaching at the high school or relevant level

Job Goal: The job of District Athletic Director is performed for the purpose of implementing and maintaining the high school and junior high school (grades 6 through 12) athletic programs in conformance to Maine and federal guidelines.

Responsibilities:

- Work under limited supervision, using standardized practices and/or methods, and direct other persons within a small work unit.
- Complete yearly performance evaluations on all district head and assistant coaches.
- Submit a yearly athletic budget electronically, and direct the use of budgeted funds.
- Compile data from a wide variety of sources ensuring compliance with various policies and procedures and/or monitoring program components.
- Advertise for the next season's coaching positions at the start of the prior season.
- Ensure an active online presence for the district's athletic programs. (Twitter, Facebook, highschoolsports.net, district messaging system, and the school/district website)
- Interview coaching candidates, and make hiring recommendations to the high school principal and the junior high school principal, as appropriate using the district's coach recommendation forms. All coaching recommendations will be reviewed by the superintendent who, in turn, will recommend all positions to the School Board for approval.
- Liaison with the district's Director of Facilities to ensure all athletic facilities and fields are safe and properly maintained for sporting events and team practices. It may be necessary to do field preparations depending upon availability of support staff.
- Manage all home athletic events (e.g., safety, facility set-up/clean-up, schedule transportation, schedule officials, schedule scorekeepers, schedule clock-runners, pay referees, etc.) for the purpose of ensuring venues are prepared to allow for a successful event within a safe environment, or in the event of multiple events occurring at the same time, scheduling appropriate coverage.
- Ensure that adequate supplies are available for each sport with inventory and properly storing equipment at the completion of each sport season.
- Ensure that ambulances and police are scheduled for all home football games.
- Ensure that all athletic uniforms are in satisfactory condition prior to the season beginning. Once uniforms are returned at the end of the season, address unsatisfactory uniform conditions with the head coach immediately.
- Ensure care and maintenance of all athletic department-related equipment.
- Ensure that all coaches are briefed on the District Athletic Director's expectations for the district's athletic program, including expectations of each head coach that are required by the MPA.

- Annually review and update the school athletic handbooks for athletes and coaches.
- Facilitate meetings that may frequently involve a range of issues (e.g., personnel actions, financial procedures, regulatory requirements, community involvement, actions involving outside agencies, inter-departmental needs, etc.) for the purpose of identifying appropriate actions, developing recommendations, and supporting other staff.
- Participate in meetings, as required (e.g., boosters, coaches' workshops, committees, seminars, conferences, regional athletic conferences, league meetings, etc.), for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Perform personnel functions of coaching staff (e.g., recruitment of potential candidates, hiring, counseling, training, supervising, evaluating, etc.) for the purpose of maintaining necessary staff, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Prepare a wide variety of materials (e.g., plans, budgets, funding requests, public relations, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, making presentations, and/or providing supporting materials to others, including news media, athletic organizations, sponsors, boosters, etc.
- Respond to issues involving coaches, officials, part-time workers, event security, personnel conflicts, student athletes (e.g., policies and regulations, community concerns, parental requests, media requests, etc.) for the purpose of clarifying issues and implementing action that will address needs.
- Serve as liaison between the school department and local and state athletic authorities for the purpose of addressing matters that impact the school district's athletic program.
- Through collaboration with the district's Concussion Management team, responsible for the concussion impact testing program.
- Update the schools' athletic calendars daily and ensure it is posted on the school/district website.
- Provide proper "customer service" to the community by showing effective communication skills with a variety of different parties (parents, alumni, coaches, media).
- Coordinate and manage the use of the schools' athletic facilities by outside organizations.
- Order awards and coordinate awards banquets for all seasons (this could be a fairly daunting task. I delegate the duty to each head coach, but coordinate the facility uses and payment of awards and such).
- Host pre-season parent/athlete meetings at the high school and middle school levels prior

to the fall and winter seasons to go over departmental expectations, and give parents an opportunity to hear individual athletic program expectations from coaches. In the spring, each coach shall schedule their own, separate meeting with team members/parents.

- Schedule district-wide busing for all road athletic events.
- Coordinate effectively with regional officials assignors for home athletic contests.
- Coordinate summer program scheduling of school department-related athletic activities.
- Examine and enforce district academic eligibility policies of all student-athletes. Minimum compliance with the Maine Principals Associations standards.

Certificates and Licenses:

- State athletic director certification (215)
- Requisite background checks
- CPR/First Aid Certificate
- Evidence of insurability
- Valid Driver's License
- Impact testing qualified

Work Schedule: Full-time position, 260 days. Hours will vary daily, with requirements necessary to meet the responsibilities for the position. The District Athletic Director shall not coach any district athletic teams.

Evaluation: To be completed annually by the superintendent in collaboration with the building principals.

Adopted: July 1, 2014

Revised: April 15, 2015