

TITLE: ATHLETIC DIRECTOR

QUALIFICATIONS

1. Idaho Teaching Certification
2. Minimum experience in organizing and administering an athletic program as determined by the Board
3. Strong background in coaching and athletic rules
4. Works well with students, staff, and the public
5. Excellent organizational skills
6. Excellent interpersonal and communication skills
7. Models fair play and respect
8. Able to maintain a positive environment and high standards of conduct for athletes
9. Treats all athletes fairly and equally
10. Able to work under pressures and deadlines
11. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO Lapwai Middle-High School Principal

MISSION

It is our responsibility to provide student athletes the opportunity to participate in a rich variety of sports; to be coached by knowledgeable and caring individuals; to learn the value of hard work, competition, team play, individual effort and sportsmanship; and to ensure each athlete an enjoyable and rewarding experience.

VISION

The Lapwai School District recognizes that the athletic program is complimentary to the academic program, and is where the athletes acquire significant life skills, attitudes and habits of heart, mind and body in preparation for becoming positive and productive members of our society.

MAJOR DUTIES AND RESPONSIBILITIES

Managing Athletic Events

1. Oversee all athletic events and activities or, if unable to attend an event, find a Principal-approved designee to oversee the activity
2. Prepare and distribute athletic event schedules
3. Maintain and update schedules for the District website
4. Broadly and frequently communicate athletic updates, scheduling changes, and special events with parents and the Lapwai community utilizing multiple means including social media and automated voice and text messaging
5. Prepare programs for all athletic events
6. Arrange for team and club pictures for league, district, and state tournaments
7. Arrange with the Principal for the cancellation or postponement of home events due to adverse weather conditions
8. Plan and supervise all awards and banquets and assume general coordination of those events
9. Arrange field and gym practice schedules, and schedule all athletic events
10. Assume responsibility for providing officials, ticket takers, and other personnel necessary for all home games
11. Welcome officials and visiting teams while supporting their needs
12. Prepare facilities for athletic events such as setting up score tables, bleachers, ticket taker tables, and locker rooms
13. Oversee facility clean-up such as in the high school gym, locker rooms, hospitality rooms, and outdoor fields and facilities

14. Arrange transportation and housing for all athletic events, and communicate with the Transportation Supervisor regarding busing needs for off-campus events
15. Schedule all departure times for athletic events after meeting with administrators, coaches, and club advisors
16. Be responsible for compliance with Board-adopted emergency medical procedures for all practice sessions and competitive events
17. Coordinate use of District athletic facilities by groups outside the school in conjunction with the Principal and Maintenance Supervisor
18. Coordinate and monitor implementation of student travel releases in compliance with athletic handbooks

Supervisory Duties

1. Assist in screening and hiring of all athletic personnel
2. Conduct a coaches meeting at the beginning of each year/season to communicate federal and state law, administrative rules, Board policy, and IHSA rules
3. Work as a liaison between the administration and the athletic activities staff
4. Supervise coaches, observing them sufficiently to make recommendations to the Building Principal regarding coaching assignments
5. Develop and implement appropriate rules governing the conduct of athletic activities
6. Be responsible for administering all interscholastic policies and procedures in accordance with the rules of the Idaho High School Activities Association (IHSA)
7. Interpret Board policy to the extent necessary to provide guidance to the athletic program
8. Resolve any conflicts within the athletic department or among athletic activities
9. Facilitate meetings as needed between parents/guardians and coaches
10. Provide formal written evaluation of all coaching positions in collaboration with the Principal
11. Prepare and administer post-season student athlete and parent surveys ensuring the results are included in the evaluation of all coaching positions
12. Ensure all coaches maintain required certifications and attend mandatory clinics while collecting and maintaining required documentation
13. Monitor and schedule the required team concessions and fund raising according to handbook expectations

Student Academic Success and Athletic Eligibility

1. Verify and monitor each student's eligibility to participate in athletic activities according to IHSA rules and relevant federal and state law, administrative rules, handbook expectations, and Board policy
2. Monitor and collect documentation of required physicals for student athletes
3. Actively communicate with the Principal, student athletes, parents/guardians, and coaching staff the status of individual eligibility
4. Collaborate with the Principal, Afterschool Program Site Coordinator, student athletes, parents/guardians, and coaches regarding required attendance to the afterschool program to maintain or resume athletic eligibility, including the communication with all parties involved
5. Facilitate and administer student athlete drug testing according to Board policy and handbook expectations
6. Obtain written parent permission for students to participate as required
7. Secure IHSA approval for transfer and hardship students

Records and Finances

1. Ensure each sport has an up to date team roster and that it is sent to all participating schools
2. Prepare and administer the annual athletic program budget for each individual sport
3. Engage coaches in collaborative annual budgeting for individual sports
4. Prepare, implement, and monitor equipment and uniform replacement cycles
5. Ensure purchasing complies with District Policy and remains within and not exceeding available budgets
6. Supervise all ticket/concession sales and fundraising events of the athletic program

7. Request all cash boxes needed for event gates and concessions, and secure cash boxes after events according to school procedures
8. Maintain records of athletic contests and a record of all award winners, stating the date and type of award, including athletic scholarships

Other

1. Honor the chain of command by reporting to the Principal prior to the Superintendent
2. Prepare a monthly report for the Board and attend monthly meetings
3. Assume responsibility for the purchase and dissemination of all first aid and other medical supplies used in athletic programs
4. Assume responsibility for the coordination and scheduling of emergency medical personnel when required for athletic competitions
5. Assume responsibility for public relations with the community including newspaper and radio coverage of athletic events
6. Represent the school in all conference and state athletic meetings including Whitepine League and Idaho High School Activity Association representation
7. Supervise the care, maintenance, and storage of all athletic equipment and supplies
8. Coordinate with coaches and the Principal to determine uniform and equipment needs, ordering when necessary
9. Require coaches to check in uniforms and equipment at the end of each sport season, keeping an accurate inventory
10. Regularly evaluate the athletic program and seek ways to improve it
11. Keep the Principal informed of activities and any issues that may arise
12. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at professional meetings, and by reading professional publications
13. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education
14. Seek assistance should emergencies arise
15. Represent the school district in a positive manner modeling the highest standards of professionalism
16. Know and follow school district policy and chain of command
17. Perform other duties as assigned by the Principal, Superintendent, and Board

EVALUATION

Performance of this position will be evaluated periodically by the Principal in conformance with district policy and IDAPA 08.02.02.120.

TERMS OF EMPLOYMENT

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1210	Information on Past Job Performance

IDAPA. 08.02.02.022
IDAPA 08.02.02.023
IDAPA 08.02.02.0234
IDAPA 08.02.02.120

Endorsements A-D
Endorsements E-L
Endorsements M-Z
Local District Evaluation Policy—Teacher and Pupil
Personnel Certificate Holders