

**Shell Knob School District
Shell Knob, Missouri**

Job Title: Athletic Director

Qualifications: 1.) Valid teacher certification.
2.) At least two years successful experience as a coach.

Reports to: Principal

Job Goal: To provide each student in grades 5-8 an opportunity to participate in an extracurricular athletic activity, other than cheerleading, that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasure of sports, and the principles of fair play.

Performance Responsibilities:

- 1.) The director organizes and administers the overall program of extracurricular athletics for the district. This includes assisting in arranging for gatekeepers and arranging for compensation of the officials and record keepers.
- 2.) The director assist in the selection and assignment of athletic coaches.
- 3.) The director fosters good school-community relationships by keeping the community aware of and responsive to the athletic program.
- 4.) The director assumes the responsibility for the organization and scheduling of all interscholastic athletic programs.
- 5.) The director contracts with game officials for each athletic event.
- 6.) The director arranges transportation for athletic contest participants by notifying the superintendent of athletic contest.
- 7.) The director develops and places into operation appropriate rules and regulations governing conduct.
- 8.) The director recommends the physical and academic requirements of eligibility for participation and determines each athlete's eligibility.
- 9.) The director provides input into the athletic budget.
- 10.) The director, in cooperation with the appropriate staff members, assist in ordering supplies, uniforms, and equipment for the athletic programs.
- 11.) The director supervises the cleaning, storage, and care of all athletic equipment.
- 12.) The director arranges the practice schedules for the coaches in the gymnasium and other practice facilities.
- 13.) The director plans and supervises an annual recognition program for school athletes.
- 14.) The director organizes and supervises the annual Field Day for all students.
- 15.) The director plans and supervises the junior high basketball tournaments for the 7th and 8th grade boys and girls.
- 16.) The director performs such other duties and assumes such other responsibilities as the principal may assign.

- 17.) Beginning in the 1998-1999 school year the director is to possess the ability to use his/her assigned computer and the following software programs:
- a.) District selected gradebook
 - b.) District selected e-mail
 - c.) District selected word processing
 - d.) District selected operating system
 - e.) District selected on-line reference