

Director of Athletics Job Description

The Director of Athletics reports to the Director of Student Life and is responsible for the following:

Duties

- Maintains safe, positive, disciplined, and healthy educational athletic environment by establishing, following, and enforcing standards and procedures
- Reports incidents to maintain the safety of students, providing a positive learning environment, and adhering to state law and school policies
- Participates in department, school, and parent meetings
- Attends school-wide functions and special events as required
- Serves as an Advisor for a Trent campus advisory
- Inventories athletic gear, equipment, and uniforms
- Maintains all athletic areas (soccer field, tennis court, and gymnasiums)
- Inputs registration and data for all athletes
- Meets with fellow AD's to establish sports schedule
- Hires all coaches after consultation with the Director of Student Life
- Sets up to host home games (referee checks, money-box, tables, etc.)
- Manages information on Athletics website
- Maintains bus and vans
- Responsible to arrange 3 seasonal athletic ceremonies and sports rallies
- Drives bus/vehicles to occasional away games when necessary
- Meets with the Director of Student Life regularly to plan and improve program
- Attends home games
- Confirms games with other ADs
- Coordinates announcements for team dismissals over PA
- Teaches PE classes, as needed

Education and Experience

- Bachelor's degree or higher from an accredited institution
- Possesses relevant leadership experience

Skills Needed

- Able to drive school vans and bus
- Able to communicate effectively both orally and verbally
- Able to work well with others in the school community
- Able to handle multiple tasks simultaneously
- Able to motivate and engage students
- Able to use job appropriate technology
- Able to think and plan critically
- Able to perform basic math, including calculations using fractions and percentages
- Able to maintain composure and avoid displays of anger
- Able to be self-motivated and display a high energy level

- Able to demonstrate professional work habits by regular attendance, honoring schedules/deadlines, organizing work, and conducting assigned tasks in an effective and efficient manner

Physical Requirements

- Required to maintain professionalism in dress and hygiene
- Required to manage moderate to high levels of stress
- Required to be able to sit, stand, bend, stoop, reach, grab, pull, carry objects of 50 pounds, hear, see, and speak on a daily basis
- Required to work under limited supervision
- Required to perform other related duties, as assigned by the Director of Student Life, to ensure the efficient and effective functioning of the school