

Notus School District #135
25257 Notus Rd.
Caldwell, ID 83607
(208) 459-7442

JOB TITLE: Athletic Director

SUPERVISOR: Principal

Job Summary:

Position is responsible for providing leadership and managing the athletic program at Notus High school. Position schedules and coordinates athletic events, practices, and related activities ensuring the effective utilization of staff and resources. Position also performs the duties of a classroom teacher, which includes instructing students and creating a safe and orderly learning environment.

Essential Duties:

- Administers and implements the overall athletic program for the Notus Jr. Sr. High.
- Assists in the supervision of coaches and acts as a liaison between the school's administrative staff and the coaching staff.
- Ensures compliance with the IHSA and NCAA Clearinghouse regulations regarding the academic eligibility of student-athletes.
- Works with coaches, teachers, and the school's guidance department to ensure that athletics do not interfere with students' academic performance.
- Schedules and coordinates athletic events and practices to include preparation of facilities, arrangement of transportation, and clean up.
- Assumes responsibility for the employment and authorization of payments to temporary personnel (e.g., ticket sellers, gate persons, police, public address announcers, and game officials) utilized for athletic events.
- Supervises and attends home athletic events.
- Processes requests for the use of the school's athletic facilities by outside groups.
- Arranges and coordinates special athletic events for the school to include award presentations, pep rallies, and athletic fund raising projects.
- Promotes the school's athletic program by communicating with booster clubs, the media, etc.
- Coordinates the scheduling of student physical clinics.
- Represents the assigned school at district athletic meetings.
- Assumes responsibility for the inspection and maintenance of the school's athletic equipment and facilities to ensure the safety of participants and spectators.
- Maintains records on the school's athletic program including eligibility lists, insurance lists, equipment inventories, awards, rosters, etc.; and prepares related reports.
- Models non discriminatory practices in all activities.
- Supervise home games and prepare facilities for contests and clean up after contests.
- Prepares bus requests for athletic travel.
- Monitors student's weekly academic eligibility and enforces administrative suspensions.
- Manages and trains coaches in Notus concussion protocol and procedures.
- Monitors and enforces school policy in regard to athletic fees and fines.
- Other Duties as Assigned

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications: (Knowledge, Skills and/or Abilities Required)

- Must possess some experience as a coach at the secondary school or college level.
- Must possess a thorough knowledge of the regulations governing high school athletic programs.
- Must possess the ability to organize and manage a high school athletic program and supervise/train coaching staff.
- Must possess the ability to maintain accurate records and prepare related reports. Must possess excellent organizational, leadership, and communication skills.
- Must possess the ability to establish and maintain effective working relationships with students, parents, staff members, and the public.
- Possesses computer skills necessary for this position.
- Ability to work in a friendly manner and to develop effective working relationships with students, staff, and parents.
- Ability to perform duties in accordance with Board of Education policies and procedures.

Working Conditions & Physical Requirements:

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead. While performing the duties of this job, the employee stands and talks and sometimes walks and sits. The employee is directly responsible for safety, well being, or work output of other people. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud. Duties are normally performed in a school environment or outdoors. Duties may be performed away from school.

Supervision Exercised: Assigned Staff

Schedule, Salary and Benefits:

- Schedule is the standard teacher contract days,
- Salary based on Master Agreement approved by the Board for the current Fiscal Year.
- Comprehensive benefit package for full time employees working more than 20 hours per week.
- Six month Probationary Period

Performance Appraisal:

- Annual evaluation by the Principal and/or designee

This job description in no way states or implies that these are the only duties to be performed by this employee. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. The Athletic Director will be required to follow any other instructions and to perform any other related duties as assigned by the Principal. Notus School District 135 reserves the right to update, revise or change this job description and related duties at any time.

I acknowledge that I have received and read this job description.

Employee Name (Print) _____

Signature _____ Date _____

Supervisor _____ Date _____



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