



<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
Athletic Director	School Based	Principal/Designee

<b>Position No:</b> 51084	<b>Length of Work Year:</b> 11 Months
<b>Salary Schedule:</b> IN11	<b>Date Approved:</b> 8/26/97
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 9/22/09; 8/17/18

<b>JOB GOAL</b>
To administer the total athletic program of the school and recommend athletic policies and procedures to the principal.

<b>MINIMUM QUALIFICATIONS</b>
-------------------------------

1. Bachelor's degree or higher.
2. Valid Florida teacher's certificate
3. Demonstrated successful accomplishments in development and administration of athletic programs.
4. Experience as coach at the high school level preferred.
5. Successful experience as Business Manager of athletic programs of at least 10 sports.
6. Participation in professional organizations and coaching clinics
7. Ability to perform the functions of the position.

<b>DUTIES AND RESPONSIBILITIES</b>
------------------------------------

1. To attend the meetings pertaining to athletics as set up by the Florida High School Activities Association and the school, i.e. rules clinics, scheduling meetings, etc. Conduct the program in accordance with rules of the school, School Board and the Florida High School Activities Association.
2. To assist in the supervision and monitoring of the athletic programs.
3. To assist in the identification and evaluation of the head coaching staff.
4. To prepare an ongoing plan of facility improvements and repairs of athletic fields and facilities.
5. To prepare the athletic program budget and assume responsibility for monitoring and reporting expenditures to the principal.
6. To assume responsibility for maintaining inventory of athletic equipment and supplies. Prepares bid specifications and purchase orders for athletic department expenditures.
7. To arrange transportation for all athletic events.
8. To direct the promotion, sale of tickets and fund raising events of the athletic programs and assume responsibility for receipts and deposits of athletic funds with the school business office in accordance with established district procedures.
9. To assist coaches in arranging of field and gym practices and handles the logistics for providing assistance to visiting teams for lodging, meals and other help as necessary.
10. To administer the athletic eligibility reports to the Florida High School Athletic Association.
11. To assist coaches in monitoring participants' progress in academic and school life and provides counseling and tutoring assistance where appropriate.
12. To coordinate the planning and organizing of individual sports banquets, team breakfasts and award dinners in cooperation with Booster Clubs and other organizations.
13. To assume responsibility for arranging for or supervising of home athletic events.
14. To administer the organization and scheduling of all interscholastic contests and prepares game contracts.

15. To perform assigned tasks in a timely and efficient manner.
16. To perform assigned tasks with a high standard of quality.
17. To perform other duties as assigned by the principal or his designee.

**PHYSICAL DEMAND CLASS:**

Medium Heavy (MH) - Frequent lifting and carrying of objects weighing 35 pounds or less. Infrequent lifting and carrying of objects weighing 35-70 pounds. Continuous walking and/or standing is required to carry out duties. Infrequent walking at fast pace and/or running may be required.