



JOB TITLE	DEPARTMENT	REPORTS TO
County Athletic Director	District Based	Superintendent

<b>Position No:</b> 73024	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> IN12	<b>Date Approved:</b> 8/25/09
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 8/17/18

JOB GOAL
To administer the total athletic program of the county and recommend athletic policies and procedures to the Superintendent and School Board.

MINIMUM QUALIFICATIONS
------------------------

1. Bachelor's Degree or higher.
2. Valid Florida teaching certificate.
3. Demonstrated as a school based athletic director accomplishments in the development of and administration of athletic programs.
4. Experience as a high school coach preferred.
5. Demonstrated understanding of Federal and state laws relative the administration of athletics.
6. Demonstrated understanding of local policies and agreements related to the administration of county athletics.
7. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
-----------------------------

1. Administer and oversee the coordination of services provided by the various departments of the school district.
2. Serve as the project manager for inter-local agreements which allow for mutual use of school and local governmental facilities.
3. Coordinate county wide student athlete recognition programs.
4. Coordinate county wide athletic schedules.
5. Assist school based staff in the interpretation of policies and oversee compliance to State Statutes and the policies of the FHSAA and School Board.
6. Make recommendations to the superintendent as necessary regarding the operations of the Athletic Instructional Services department.
7. Conduct and report investigations of alleged violations to appropriate district personnel.
8. Coordinate the operations of the County Athletic Office.
9. Other duties as assigned by the superintendent.

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.

Heavy (H) - Frequent lifting and carrying of objects weighing 25-50 pounds. Infrequent lifting and carrying of objects weighing 51-100 pounds. Continuous standing and/or walking is required to carry out duties. Occasional walking at a fast pace and/or running may be required.