

ATHLETIC DIRECTOR – 7th AND 8th GRADES

JOB DESCRIPTION MSD OF WAYNE TOWNSHIP

PURPOSE: To administer the interscholastic athletic programs for seventh and eighth grades.

PERFORMANCE RESPONSIBILITIES:

1. Schedules all inter-school athletic contests and sees that proper contracts are on file.
2. Hires properly certified officials.
3. Assigns personnel to work and supervise at games/meets.
4. Manages all aspects of ticket sales.
5. Makes necessary contacts to confirm game locations, dates, and times.
6. Supervises the coaching personnel and recommends staff.
7. Schedules facilities for practice sessions, intramurals, and inter-scholastic sports.
8. Confirms athletic eligibility of students.
9. Develops and revises athletic handbook.
10. Enforces the rules of the I.H.S.A.A., conference, and District.
11. Makes purchases in accordance with the recommendations of coaches for individual sports and on the approval of the principal.
12. Maintains inventory of equipment.
13. Evaluates coaches.
14. Maintains accurate financial records.
15. Evaluates athletic programs and provides feedback to school administration.
16. Keeps the finances of the Athletic Department on a sound business basis.
17. Sees that all practice and game areas are in appropriate condition for practices and games.
18. Conducts on-going coaches meetings throughout the school year.
20. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: September 2016