

**ATHLETIC DIRECTOR AND BUILDING/GROUNDS SUPERVISOR
BEN DAVIS HIGH SCHOOL**

**JOB DESCRIPTION
MSD OF WAYNE TOWNSHIP**

PURPOSE: To administer the Ben Davis High School (BDHS) interscholastic and intermural athletic programs.

PERFORMANCE RESPONSIBILITIES:

1. Acts as immediate supervisor and evaluator of the following:
 - a. BDHS Athletic Department
 - b. BDHS Custodial/Maintenance Staff/Grounds Crew
2. Administers and oversees all buildings and ground functions at BDHS.
3. Selects athletic staff.
4. Administers and schedules all aspects of the interscholastic athletic program including budget and parent/coaches handbook.
5. Develops and supervises the intramural athletic program.
6. Coordinates and directs adult booster club activities, including all fund raising.
7. Ensures compliance with all I.H.S.A.A. rules and regulations delegated by the principal.
8. Aligns the high school and junior high schools' athletic programs jointly with the 7th and 8th grade athletic director(s).
9. Supervises extra-curricular activities.
10. Oversees the Capital Funds budget for repair and replacement of equipment in conjunction with the principal.
11. Performs other tasks and assumes such other duties as the Superintendent or his or her designee may assign.

Revised: August 2016