



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION: Athletic Director

Supervisor: Principal

Qualifications:

- WV Professional Teaching Certificate and/or WV Administrative Certificate
- Regular Professional Grant County Employees Preferred
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

Duties/Responsibilities:

Coordinate the athletic extracurricular programs, oversee activities, and act as a liaison between the principal, WVSSAC, and the community by:

- 1) Organization and administration of the overall athletic programs.
- 2) Coordination of the operation of all athletic contests to include but not limited to: Scheduling Practices, transportation of away events, support personnel (ticket sellers, ticket takers, clock operators, announcers, chain crew, gate keepers, etc.)
- 3) Contracting game officials and Security
- 4) Schedule routine maintenance and repairs of facilities, recommend improvements and arrange for facilities to be properly prepared for events.
- 5) Responsible for preparing the athletic schedule in cooperation with principal and coaching staff.
- 6) Preparation and administration of the athletic budget and bookkeeping (in cooperation with secretarial staff).
- 7) Responsible for requisition of all athletic supplies and equipment.
- 8) Supervision of ticket sales and fund raising activities of the athletic program and the proper handling of funds.
- 9) Administration of the physical and academic requirements of eligibility for participation in each sport and verification of the eligibility of each athlete.
- 10) Assist in supervision and evaluation of all coaching staff in cooperation with school principal.
- 11) Keep school principal advised on advertising vacant coaching positions and make recommendations of hiring staff to school principal.
- 12) Supervision of all coaching staff to ensure the proper practice schedules and safety procedures are developed and maintained.
- 13) Supervision to ensure all state, county, and school policies and rules are followed.
- 14) Foster good school and community relations by keeping school principal and community aware and responsive to the athletic programs.

- 15) In cooperation with school principal (and community education coordinator when appropriate) plan, coordinate and maintain the school master schedule for scheduling student activities and the use of school facilities.
- 16) Serve as school liaison to and attend booster club meetings and activities.
- 17) Meet on a regular basis with the school principal.
- 18) With cooperation with the school principal, attend and supervise home contests and events.
- 19) Attend select away contests for supervising purposes as determined by school principal.
- 20) Coordinate and disseminate information when events are canceled or postponed to athletes, coaches, opponents, transportation, officials, security, support personnel and media.
- 21) Organize, administer and supervise sectional, regional and playoff contest as assigned by the WVSSAC.
- 22) Administer and file all required WVSSAC paperwork.
- 23) Administer all operational procedures and duties of league membership.
- 24) Organize and coordinate all special events, physicals and banquets with cooperation from school principal and coaching staff.
- 25) Prepare rosters, schedule cards, schedule posters, athletic program, etc.
- 26) All other duties relating to the athletic programs as assigned by school principal.