

Policies of the Board of Education

Section E Personnel

ATHLETIC DIRECTOR

500.46

REPORTS TO:

Principal

JOB GOAL:

To coordinate after-school athletics for Lake Country School District.

QUALIFICATIONS/PERSONAL TRAITS:

1. Sensitivity to and understanding of children.
2. Exercises mature judgment.
3. Works with adults and students of varying temperaments.
4. Thinks clearly in an emergency situation.
5. Ambition to improve one's professional skills/knowledge through educational courses and staff development.
6. Flexibility to manage daily situations/problems.

RESPONSIBILITIES:

1. Recruit and hire qualified coaches for basketball and volleyball.
2. Attend Arrowhead Middle Schools Athletic Conference (AMSAC) meetings.
3. Coordinate all schedules for basketball and volleyball with AMSAC.
4. In-service all coaches for fall, winter, and spring activities on academic guidelines for eligibility, procedures of AMSAC, and harassment guidelines.
5. Handle concerns of coaches, parents, and players. When difficulties arise, Board Policy will be followed.
6. Distribute and collect game apparel and equipment.
7. Schedule room/gym time for practices, games, and other related activities.
8. Work with Bookkeeper for appropriate payment of coaches and referees.
9. Work with Health Room Assistant to assure that all appropriate health forms are on file for sports program participants.
10. Perform other duties that may be assigned.

TERMS OF EMPLOYMENT:

As per contract.

Adopted by the School Board on May 22, 2007