

BLANCHESTER LOCAL SCHOOLS

JOB DESCRIPTION

| | | |
|---|--|--------------------------|
| Title: | ATHLETIC DIRECTOR | ADOPTED 4/15/2024 |
| Reports To: | Superintendent and High School Principal | |
| Job Objective: | Directs interscholastic athletic programs. | |
| Minimum Qualifications: | <ul style="list-style-type: none"> • Acts according to the Licensure Code of Professional Conduct for Ohio Educators. • Available to work a non-traditional schedule and irregular hours when needed. • Demonstrated leadership abilities and a willingness to take on challenging tasks. • Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.) • Maintains a record free of criminal violations that prohibit public school employment. • Meets all Ohio Administrative Code 3301-27-01 qualifications to direct, supervise, or coach a pupil- activity program. Monitors training/certification expiration dates and meets all renewal deadlines. • Upholds all Ohio High School Athletic Association, school, and state regulations/contest rules. | |
| Preferred Attributes: | Active listening, creative problem solving, and good time management skills. | |
| Physical Demand Level¹: | <p>Sedentary to light strength (occasionally lifting/carrying 11+ lbs.).</p> <p>Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reaching at or below shoulder height, standing/walking, and using a traditional keyboard.</p> <p>¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.</p> | |
| Note: | Contracts are offered to licensed staff with appropriate credentials. Unfilled positions may be offered to other applicants meeting school district and Ohio Department of Education permit criteria. An Ohio School Van Driver Certificate may be required. | |

- Essential Functions:**
- 1. Develops, delivers, and advances program activities. Provides opportunities for students to enhance skills, build positive peer relationships, and develop leadership qualities.**
- Actively supervises and evaluates assigned personnel. Cultivates staff leadership skills.
 - Administers community use of athletic facilities.
 - Analyzes key program performance indicators to align budget proposals with strategic district goals.
 - Arranges student transportation and chaperones as needed for sanctioned trips.
 - Attends meetings and facilitates athletic booster association activities.
 - Communicates accurate/timely scores and post-game reports to appropriate media.
 - Communicates staff responsibilities and work schedules before the start of each program activity.
 - Confirms student medical emergency authorization forms are up-to-date and readily available.
 - Coordinates the provision of off-season activities (e.g., practice schedules, training clinics, etc.)
 - Develops a ticket sales policy. Oversees advanced and on-site ticket sales.
 - Encourages donations from businesses, civic groups, and individuals that comply with RC 2921.43.
 - Encourages student participation. Monitors the accuracy of internal-external communications.
 - Ensures equipment is appropriate for the physical development and skill level of each participant.
 - Ensures program activities are self-sustaining except when authorized by the administration.
 - Executes a well-designed program plan. Ensures participants receive appropriate instruction, support, and opportunities to participate. Provides proactive supervision for all program activities.
 - Helps staff deal with discipline issues. Prepares conduct reports/discipline recommendations.
 - Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
 - Manages program compliance with all OHSAA standards. Ensures athletic fields comply with conference/league and state athletic association regulations.
 - Manages student medical records, physical education waivers, and scholastic eligibility verification.
 - Oversees professionally administered tryouts to select program participants.
 - Preserves reference materials for future programs (e.g., advertising, correspondence, participant information, photos, publicity, scheduling, staffing, videotapes, volunteer activities, etc.)
 - Provides opportunities for program participants to critique activities and suggest enhancements.
 - Requisitions equipment, supplies, and services appropriate for the needs of the program.
 - Secures game officials except those contracted by the league commissioner. Hires home game personnel (e.g., announcers, security staff, ticket sellers, timers/scorekeepers, etc.)
 - Serves as an active member of the administrative team and adviser to the superintendent.
 - Supervises preseason parent/guardian-student meetings.

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Helps the community understand district policy objectives and administrative procedures.
- Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Helps implement and monitor health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Implements district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

© 2022 MCECSC All Rights Reserved