



Pickens County Board of Education Job Descriptions

ATHLETIC DIRECTOR

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 12 Month

REPORTS TO: High School Principal

QUALIFICATIONS: Valid Georgia teaching certificate; coaching and administrative experience required.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Will provide each enrolled student of secondary school age an opportunity to participation in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledgeable understanding of the pleasures of sport, and the principals of fair play.
- Organizes and administers the overall program of extracurricular athletics, both intramural and interscholastic, for the district.
- Provides leadership in the selection, assignment and evaluation of athletic coaches and staff members.
- Fosters good school/community relations by keeping the community aware of and responsive to the athletic program.
- Assumes responsibility for the organization and scheduling of all interscholastic athletic events.
- Aids in selection of officials for home games.
- Coordinates transportation for athletic contest participants.
- Arranges provision for meals for athletes and coaches when necessary.
- Develops and places into operation appropriate rules and regulation governing the conduct of athletic activities.
- Verifies each athlete's eligibility.
- Prepares and administers the athletic program budget.

- Supervises purchases with appropriate staff members, supplies, uniforms and equipment for athletic program.
- With coaches, provides for the physical examination of all athletes prior to the beginning of each season.
- Administers the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims.
- Responsible for the certification, supervision and background checks for all lay coaches that work with any athletic team in the county