

**Newburgh Enlarged City School District**  
**Job Description**

<b>TITLE:</b>	<b>ATHLETIC DIRECTOR</b>
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<b>REPORTS TO:</b>	Superintendent of Schools
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<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"> <li>1. Teaching Certification in Physical Education</li> <li>2. SDL/SDA New York State Certification.</li> <li>3. Extensive successful teaching and administrative experience in Pre-K – Grade 12.</li> </ol>
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<b>JOB GOAL:</b>	The Athletic Director serves as a coordinator among the various sports to facilitate programs that afford youngsters worthwhile learning experiences.
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<b>DUTIES AND RESPONSIBILITIES:</b>	<p><b>Administrative Job Responsibilities relating to Athletics:</b></p> <ul style="list-style-type: none"> <li>• Works cooperatively and communicates regularly with school building administrators, central office, and the community.</li> <li>• Provides administrative direction, oversight, and evaluation for all athletics programs and activities and supervises the control, issuance and maintenance of recreational athletic equipment and facilities;</li> <li>• Promotes effective communication between the District and community to create positive support, understanding and participation in District's athletics program;</li> <li>• Assists with the hiring, supervision and evaluation of athletic coaches;</li> <li>• Administers the budget for the Department, assigns funds and monitors expenditures in the budget in order to maintain, control and account for local funds and student activity funds and to promote educational goals of the District;</li> <li>• Directs procedures for athletic registration, orientation, and fee collection, where applicable;</li> <li>• Manages District athletics infrastructure and assists in coordinating improvement plans to ensure facilities meet with state and national standards;</li> <li>• Supervises and coordinates the preparation of all athletic schedules within the District and between districts in order to effectively and efficiently use facilities;</li> <li>• Attends athletic events whenever possible; as well as OCIAA and Section IX Athletic Directors' workshops and meetings;</li> </ul>
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**DUTIES AND RESPONSIBILITIES:**  
(Continued)

- Facilitates school and District athletic/activities meetings to ensure continuity of program, communication, and coordination of events;
- Coordinates and develops in-district professional development programs for district coaches;
- Collects and analyzes departmental statistics and data and prepares and distributes reports as may be required by the Superintendent as appropriate;
- Remains current regarding changes and developments in the profession to ensure quality leadership;
- Monitors Title IX gender equity in athletics and evaluates requests for new programs to maintain equality and parity of programs across the district;
- Develops and maintains Department website to include Department updates, general information, athletic schedules, and multimedia links;
- Maintains accurate records and forwards them to appropriate authorities as requested;
- Manages the needs assessment, inventory and acquisition of materials, equipment, and other resources and makes recommendations for capital purchases;
- Manages, distributes, and collects all athletic equipment, supplies, and uniforms at the beginning and end of each season;
- Works with appropriate administrative personnel regarding school and District needs, such as human resources, financial and accounting functions, maintenance, security, concessions, and recreational programs in order to promote integrated operations for athletics and activities;
- Collaborates with schools and with the Superintendent in securing funding for District athletic initiatives upon request and through proactive outreach to foundations, community organizations, and federal and state sources;
- Addresses problems of discipline concerning athletics in collaboration with building and District administrative staff;
- Ensures adherence to District academic, discipline, and attendance policies regarding student eligibility to engage in athletics;
- Collaborates with the Community Relations Specialist to publicize successful events and programs to appropriate media outlets;
- Ensures that records of a current physical examination for each student athletes involved in athletics are maintained;
- Act as a liaison between athletic programs and the athletic boosters clubs;

**DUTIES AND RESPONSIBILITIES:**  
(Continued)

- Contracts and coordinates all game officials for home events in conjunction with the OCIAA Athletic Coordinator's office;
- Displays ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school;
- Coordinates the use of all District athletic facilities by groups outside the school in collaboration with Central Office;
- Develops and coordinates a system for enhancing sportsmanship throughout the district to encourage healthy competition while maintaining a balance of respect for one another;
- Plans athletic awards programs in collaboration with appropriate staff;
- Provides athletic insurance forms to all student athletes;
- Establishes and maintains standards of dress, scholarship and conduct for team travel and training, and practice rules for all athletes;
- Arranges transportation of all athletic teams in conjunction with the Director of Transportation;
- Maintains accurate records and forwards them to appropriate authorities as requested;
- Prepares reports as may be required by the Superintendent or his/her designee.
- Prepares and executes Athletic Budgets to meet the needs of the district;
- Manages the needs assessment, inventory and acquisition of Athletics materials, equipment, instructional aids, and other resources and makes recommendations for capital purchases;
- Collaborates with the Community Relations Specialist to publicize successful events and programs to appropriate media outlets;
- Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school;
- Engages in other duties as may be assigned by the Superintendent or his/her designee.