

JOB DESCRIPTION

TITLE: Athletic Director/Transportation Director

QUALIFICATIONS:

- Teaching experience preferred
- Coaching experience preferred
- Possesses high integrity in handling school matters, especially confidential information.
- Displays loyalty to the school, the administration and the community
- Demonstrates leadership ability

REPORTS TO: Routt Catholic High School Principal

SUPERVISES: Students, Coaching Staff, Athletic Secretary

JOB GOALS:

1. To organize, administrate, supervise, and coordinate the athletic programs at Routt Catholic High School including representing and acting for the principal in all athletic matters involving the schools and administering all business related to the total athletic program. Included athletics would include other IHSA sponsored activities such as bass fishing.
2. Act as a liaison between the school and volunteer coaches who wish to organize sports not sponsored by Routt Catholic schools. The actual organization of the sport is not the responsibility of the athletic director. The only responsibility is to help communicate when facilities may be open and available for non-sponsored teams to use Routt Catholic facilities.
3. To ensure all programs are conducted at a level that best represents the values and interests and which uphold the tradition of excellence of Routt Catholic school.

PERFORMANCE RESPONSIBILITIES:

Athletics Director

- Supervise coaching personnel on a regular basis, including the formal observations of the performances of coaches at practices and games during the regular season. Provide written evaluations to the principals and review for the purposes of dismissal, retention, and/or promotion of individual coaches. A copy of the evaluation will be given to the coach
- Coordinate athletic calendar including working with principal on academic calendar items such as final exams
- Responsible for the recommendation of personnel for coaching including completing annual coaching contracts
- Provide an orientation program for new coaches and provide appropriate training on a regular basis for all extra-curricular personnel
- Coordinate all phases of the total program in order to provide continuity of development in each sport/activity
- Prepare an athletic handbook containing pertinent information necessary for coaches to efficiently organize and implement successful programs
- Assist with preparation of the athletic section of the handbook for all parents and students. This section should include a listing of sports offered at Routt Catholic High School. An explanation of training rules, conduct rules, expectations, and eligibility rules will be included in the handbook
- Uniformly enforce general policies set forth in the handbook
- Schedule athletic events for all interscholastic sports at the high school.
- Complete arrangements for the use of athletic facilities. Inspect and arrange for maintenance of athletic facilities as needed

- Select, contract, and arrange for payment of officials for athletic contests
- Attend and supervise the activities for all athletic contests at the high school level.
- Coordinate transportation director duties and arrange for and schedule necessary school district transportation for Routt Catholic High schools events. Athletic events, pep busses, field trips, etc....fall under this assignment. Maintenance and inspections of vehicles also fall under this assignment.
- Coordinate with coaches to organize work force – security, ticket takers, team doctors, ambulance service, crowd control, locker room and hall supervision, time keepers, score keepers, announcers, etc.
- Prepare the budget for the total athletic program
- Ensure procedures are in place for the cleaning and caring of uniforms and equipment, ensuring proper storage and accurate inventories
- Prepare and submit all reports required for the IHSA. Serve as the schools' representative to member associations (IHSA, IESA, NTC, SSC, etc.)
- Ensure procedures are in place for the accurate records of physical injuries to athletes
- Arrange for sports banquets and attend if necessary
- Conduct state-sponsored events(post season & tournaments)
- Preserve confidentiality in personnel matters and in handling coach/sponsor/parent issues
- Organize, maintain, and provide supervision for an intramural program, if one exists and is approved by school administration
- Act as a liaison between the Booster Club and schools including scheduling of all activities, management of season ticket sales, and attendance at all Booster Club meetings
- Assist with the organization of students workers if needed for Booster Club events or for service hours
- Assist with lunch supervision during school hours

TERMS OF EMPLOYMENT:

1. The Athletic Director agrees to serve Routt Catholic High Schools in a professional manner and to act in a manner consistent with the norms and dictates of the Roman Catholic Church.
2. The annual contract signed by each employee further defines the terms of employment.

EVALUATION:

Performance of this job will be evaluated by the Routt Catholic High School principals in accordance with provisions of the school's policy on evaluations of staff. Each formal evaluation will be reviewed with the employee.