

## **Vanlue Local School - Board of Education**

### *Full Time Position Job Description*

**Title:** Athletic Director/Study Hall Monitor

**Reports to:** Principal

**Qualifications:**

1. Prefer coaching experience and personal participation in athletics.
2. Prefer experience in organizing and working with various sized groups.
3. Able to communicate effectively orally and through written correspondence and reports.
4. Provide school with BCI/FBI fingerprint reports as required by law
5. Able to work cooperatively with administrators, all school personnel, students, parents and outside agencies.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
7. Secure the proper certifications

**Job Goals:**

1. To develop an effective and well-rounded athletic program that will benefit everyone concerned with Vanlue Athletics.
2. Promotes school spirit as a vital aspect of the district's educational mission.
3. Provides guidance and encouragement to help students profit from their participation.
4. Effectively manage the facility use and management of the district

**AD Essential Functions:**

1. Administer the entire athletic program.
2. In connection with all home events, be responsible for the following: prepare the necessary facilities to care for representatives of press, radio, visiting scouts and guests, and generally oversee all facilities.
3. Check with Head Coaches to see that equipment is properly cleaned, issued, and stored.
4. Check eligibility for all participants.
5. Check with coaches to see that all players have a physical examination before participating.
6. Check on Final forms to ensure that all required players/coaches documentation is completed.
7. Contract schedules for all high school and junior high sports.

8. Coordinate transportation.
9. Hold athletic council meetings for all head varsity coaches prior to the start of each athletic season to disseminate information, review policies and procedures, changes to OHSAA rules, and any other timely relevant information. Hold all required OHSAA preseason meetings with parents and athletes.
10. Contract for proper officials for all high school and junior high sports.
11. See that ambulance service/security with the Hancock County Sheriff Department is available for home high school events.
12. Keep accurate financial records.
13. Serve as the district representative at athletic events unless otherwise determined.
14. Keep an inventory of all athletic equipment and supplies (prepared by the Head Coach in each sport).
15. See that visual aid equipment is in proper condition and made available to coaches.
16. Complete a Purpose and Budget Statement form for the treasurer as required by law.
17. Keep track of all invoices and bills entailed by the athletic department and see that proper payment is made to these obligations.
18. Ensures that the program is financially self-sustaining.
19. Follows proper procedures for completing requisitions when making purchases.
20. Supervise the preparation and maintenance of all fields, courts, dressing rooms, and training rooms so that they are suitable and ready for use during practices and games.
21. Provide visiting teams and game officials with suitable dressing rooms and shower facilities.
22. Secure all necessary support personnel for all home contests and meets, including scorers, timers, scoreboard operators, announcers, linesmen, judges, and starters and supervise their work.
23. Communicate with the office/transportation supervisor regarding all sporting events.
24. Keep records and results of all contests played by high school teams.
25. Keep an accurate record of all award winners.
26. Purchase and make available all awards.
27. Ensure property protection at games for spectators, players, and officials by use of law enforcement officials.
28. See that the athletic program is operated according to rules of the Ohio High School Athletic Association, making sure coaches know rules of the Association.
29. Attend all league meetings and follow all league policies.
30. See that all coaches have the proper training including, but not limited to: sports medicine training, CPR, concussion training, etc.
31. At the end of the season verify that coaches have turned in all equipment, supplies, and information as requested by the athletic director. Upon receipt of the requested documents, sign off on the payment form for coaches.
32. Be involved with all coaching position interviews.
33. Be involved in discipline review hearings.
34. Deal appropriately with parents and other community members.
35. Motivate and inspire young people.
36. Upon request, provide the principal with information for evaluation of athletic personnel.
37. Make recommendations to appropriate administrators regarding all uniform purchases.
38. Uphold board policies and the athletic, coaches, and student handbooks.

39. Promote a favorable image of the school district.
40. Encourages community partnerships that enhance district programs and services.
41. Serve as a liaison between faculty, administration, students, and the community
42. Promotes the proper use and care of school property.
43. Recruits, instructs, and supervises adult volunteers and chaperones.
44. Provides guidance, communicates high expectations, and shows an active interest in student progress.
45. Promotes academic success as an important priority for all students.
46. Respects personal privacy. Maintains the confidentiality of privileged information.
47. Supervises approved fund raising projects. Ensures that all financial activities are processed through the proper student activity account.
48. Supervises students after school hours when needed.
49. Be a good role model and demonstrate good sportsmanship by his/her own actions.
50. Assist the administration in promoting a program of good conduct and sportsmanship on the part of all athletes and student body.
51. Prepare and direct proper publicity for all sports.
52. Promote good public relations.
53. Coordinates use of all assigned athletic facilities by managing the daily operations, staffing and scheduling of all athletic events and practices.
54. Ensures that facilities are set up and ready for all events and practices.
55. Responsible for securing the facilities at an events' end.
56. Oversees the health and safety guidelines for events and facility use.
57. Maintains relationships with youth groups using the facilities, including scheduling, communicating, etc. Serves as athletics first point of contact for the facilities and handles complaints and concerns as needed.
58. Organizes and maintains equipment storage.
59. Perform other duties as assigned by the principal.

**STUDY HALL MONITOR Essential Functions:**

1. Take attendance. Uphold study hall rules. Prohibit use of recreational items and consumption of food and drinks.
2. Uphold board policies
3. Watch for student behavior that may indicate a problem.
4. Strive to develop rapport and serve as a positive role model.
5. Take precautions to ensure safety.
6. Maintain high standards and uphold student code of conduct.
7. Perform other duties as assigned by the principal.