

**MEIGS LOCAL BOARD OF EDUCATION  
JOB DESCRIPTION**

- Position:** Event and Athletic Director
- Reports to:** Superintendent and Building Principals
- Employment Status:** Regular/11 Month (222 days)
- Description:** Provides leadership and support at school level events and activities promoting positive experiences for students, staff, and the public. This staff member will have total responsible for the athletic and activity programming of the school district.
- NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Ensure safety of students
- Be knowledgeable, supportive, and carry out all Board policies and regulations.
- Schedule all junior and senior high school athletic contests.
- Schedule game officials for all home athletic contests.
- Schedule security for all contests that warrants that level of support.
- Contact appropriate district personnel to prepare venues for home contests.
- In cooperation with the building principal, check for weekly and season eligibility of students.
- In cooperation with the building principal, administer and enforce the district's drug screening policy.
- Direct, oversee, supervise and evaluate all assigned personnel (coaches).
- Evaluate all coaches (certified and classified) in a realistic, constructive, and honest manner. To conduct these evaluations with the objective of improving job performance by accepting the promise that all coaches have room for growth.
- Recommend to the Superintendent continuation or non-continuation of employment of coaching staff.
- Responsible for collection and management of all financial matters relating to student activity funds.
- Be accessible to coaches throughout the school day.
- Establish and maintain a positive public relations program.
- Consistently keep the public informed, through the media and other channels of communication, about extracurricular activities of the school district.
- Organize, administer, and direct all student activities.
- Keep current on the rules and regulations of the Ohio High School Athletic Association.
- Monitor the expenditure and intake of funds.
- Assure that equipment used in the athletic program is properly inventoried, maintained, repaired and ordered as needed.
- File reports and respond to requests from the Principal's office and Central Office in a timely manner.
- Monitor, review, evaluate, and make recommendations for change for athletic/extracurricular activities.
- Maintain effective communication with Central Office, building administration, coaches, teachers, classified staff and parents. This should be professionally written when appropriate.
- Supervise the operations of the buildings, grounds and other school property; maintaining a master schedule for usage of all district facilities and coordinate city recreation use.
- Assure proper coordination of extracurricular activities.
- Attend special events, functions and athletic events.
- Supervise or arrange for adult supervision at extracurricular activities where monies are collected.
- Assume total responsibility for transportation of students to and from activities keeping the Transportation Supervisor informed about schedules and schedule changes.
- Meet with the building principals on a weekly basis to discuss the extracurricular program.
- Set up site for contest one hour prior to start of event.
- Line up needed workers for the activity or event: money takers, scoreboard operators, chair crew, ushers, etc.
- Get start-up money and tickets and turn in proceeds for deposit.

- Supervise event, provide crowd control, and deal with problems that may arise.
- Meet opposing team, direct them to locker room and proper bench, offer needed assistance.
- Meet game officials, direct them to dressing room, have vouchers signed and pay them with checks and escort them to dressing room at halftime and after the game.
- After contest, put away equipment used for contest and lock up facilities.
- Responsible for administering all Ohio High School Athletic Association, school district and building rules and regulations. Frequent meetings may be called to facilitate a smooth operation of these rules and regulations with coaches.
- Check on all transfer students to ensure their eligibility.
- Work with coaches and principals in problems of discipline concerning athletics. Will also maintain a file of all athletic suspensions and expulsions from teams in regard to giving each athlete “due process”.
- Work with the principal or their designee and coach in planning athletic awards programs.
- Work with Athletic Boosters to obtain the advertising, information, printing and selling of programs for varsity contests.
- Provide, distribute, and/or review (with their coaches) the high school athletic handbook, insurance forms, emergency medical forms, informed consent and written student athlete drug testing policy/procedures to all athletes.
- Require all coaches/volunteer coaches to follow the District hiring procedures.
- Work with central office staff to maintain records and inform their coaching staff of their current first aid/CPR status.
- In conjunction with the athletic trainer will be responsible for keeping on file a current physical for each student athlete involved in athletics.
- Act as a tournament manager for all league and tournament playoff activities that are assigned to the school.
- Responsible for improvement of facilities which shall be directed to the building principal and superintendent for consideration and referral at their discretion.
- Attend state, regional and national meetings whenever possible.

#### **Other Duties and Responsibilities:**

- Represent the school district in the athletic booster organization and act as a district representative at league meetings. Volunteer to be on committees whenever possible.
- Maintain control of all inventories, requisitions, and equipment.
- Serve as a role model for students and staff.
- Respond to routine questions and requests in an appropriate manner.
- Perform other duties as assigned by the Superintendent.

#### **Qualifications:**

- A Bachelor's degree required, a Master's degree preferred.
- A minimum of four (4) years experience in coaching and/or teaching.
- A valid Ohio Pupil Activity Supervisor Certificate.
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

#### **Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge of Ohio school law
- Ability to lead and motivate staff and student athletes
- Must be competent in leadership skills when working with peers and the public.
- Knowledge of the overall technology required to plan, schedule, supervise, and evaluate extracurricular staff and programming.
- Knowledge of word processing, database and spreadsheet software
- Ability to use the district adopted technology systems; including but not limited to Public School Works for professional development and Employee Kiosk for the purpose of managing district leave and personal financial records.

**Equipment Operated:**

- Telephone
- Fax machine
- Copy machine
- Computer
- Printer
- Motor vehicle
- P.A. system
- Fire and tornado system

**Additional Working Conditions:**

- Occasional requirement to travel, both daily and overnight
- Frequent weekend/evening work
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children and/or adults
- Occasionally lift, carry, push, and pull various items up to a maximum of 20 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

\_\_\_\_\_  
Superintendent or designee

\_\_\_\_\_  
Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Adoption date: May 26, 2015