**TROY AREA SCHOOL DISTRICT**

**TITLE:** Athletic Director **DATE: July 15, 2014**

**REPORTS TO:** High School Principal **APPROVED BY: TASD School Board**

**JOB SUMMARY:** Assist the principal in the overall administration of the district athletic program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Collaborate with the superintendent and senior high school principal to develop a strong administrative team concept.
2. Is responsible for the administration of the senior high and junior high athletic programs.
3. Oversee the scheduling of athletic contests including the date and time of athletic contests, the officials, the necessary workers, the facilities and any required transportation.
4. Oversee the functioning of athletic events including selling and taking tickets, arranging for security, arranging medical facilities, providing facilities for the visiting team and have all necessary game equipment ready.
5. Oversee inventory and requisitioning of athletic equipment and medical supplies for the athletic programs.
6. Maintain relations with opponent school districts through contracts, league meetings and district meetings.
7. Plan and arrange for parents’ nights and the All Sports Night.
8. Attend all home football games and appoint game managers to assist for other home athletic events.
9. Oversee academic eligibility of athletes.
10. Recommend, in conference the superintendent and principal, the hiring, assigning and replacement of the athletic staff.
11. Provide oversight of all athletic personnel including both coaches and students.
12. Evaluate all coaching staff, either directly or indirectly.
13. Maintain relationships with booster organizations, parents and the general community.
14. Perform other duties as assigned by the High School Principal

**QUALIFICATIONS:** Associates Degree or higher is required

Preference for public school experience

Supervisory experience is helpful

Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)

Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)

Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994

Submission of Federal Criminal History Record in accordance with Act 114 of 2006

Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**PHYSICAL DEMANDS:** Ability to reach above and below the waist

Ability to use fingers to pick, feel and grasp objects

Some stooping, bending and twisting of the body

Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.

Ability to sit, walk, stand or move throughout the building, often for extended periods of the workday

Ability to work in an external environment subject to temperatures below 32 degrees or above 100 degrees.

**SENSORY ABILITIES:** Visual acuity

Auditory acuity

**WORK ENVIRONMENT:** Typical office environment

Subject to inside environmental conditions

**TEMPERAMENT:** Must possess excellent interpersonal skills

Must be able to work in an environment with frequent interruptions

Able to make judgments and work under a high level of stress

**COGNITIVE ABILITY:** Ability to communicate effectively

Ability to organize tasks

Ability to handle multiple tasks

Ability to exercise good judgment

**SPECIFIC SKILLS:** Must possess leadership skills

Must possess supervisory skills

(Approximate employees – 41 directly/2 indirectly)

Must possess computer skills

Ability to operate various office equipment

Must appropriately handle confidential information

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*