

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**TITLE:** Athletic Director High School

**REPORTS TO:** High School Principal

**JOB SUMMARY:** Plans, organizes, and directs all aspects of the interscholastic athletic program, and provides the necessary leadership to carry out the mission statement of the school district.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Schedules all interscholastic athletic contests for each team within the athletic program.
2. Assigns and contracts with officials for athletic programs.
3. Makes appropriate transportation arrangements for all athletic teams.
4. Develops a well-organized crowd-control program for all spectator events.
5. Enforces eligibility requirements in compliance with local and P.I.A.A. By-Laws.
6. Monitors NCAA Compliance for those student athletes who are interested in pursuing an athletic career at the collegiate level.
7. Develops procedures for squad selection.
8. Develops procedures for student athletes and coaches usage of locker rooms and training and weight rooms.
9. Develops procedures for the prevention and care of student athlete accidents/injuries.
10. Implements all rules, procedure policies, and guidelines of all Board of School Directors and the administration regarding all aspects of the interscholastic athletic program.
11. Ensures that all equipment is properly stored and inventoried, and that facilities are safe and prepared for use.
12. Plans, prepares and submits all aspects of the athletic fund budget.
13. Enforces local and state standards for the safe and equitable operation of athletic programs.
14. Determines the staffing needs of the athletic office, and ensures all procedures are followed to ensure staffing levels and all other office operations are carried out.
15. Recruits, interviews, selects and recommends coaches for contract positions, and properly supervises all aspects of their employment.
16. Implements positive sports citizenship activities within an educationally sound athletic program, and communicates expectations to coaches, athletes, officials and spectators.

17. Works closely with parent athletic concerns.
18. Handles all public relations aspects of the athletic program, including distribution of schedules, news releases, sports promotions tours, and awards programs.
19. Performs other duties as assigned by the High School Principal.

**QUALIFICATIONS:** Five (5) years experience in athletic operations, preferable in public education, is necessary. Coaching experience is necessary. Bachelor's degree necessary. Proper Pennsylvania teaching certification necessary. Knowledge of sports philosophy, sport psychology, physiology, sports management, and school law is necessary.

**REQUIREMENTS:** Medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

**PHYSICAL DEMANDS:** Ability to reach above and below the waist; to use fingers to pick, feel and grasp objects; some stooping, bending, kneeling, and twisting of the body; ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs; and ability to mostly sit with some walking and standing or moving throughout the work environment.

**SENSORY ABILITIES:** Visual acuity and auditory acuity.

**WORK ENVIRONMENT:** Typical office and athletic facilities environment. Subject to inside and outside environmental conditions.

**TEMPERAMENT:** Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Ability to make judgments and work under high level of stress.

**COGNITIVE ABILITY:** Ability to communicate effectively, organize tasks, handle multiple tasks within close time proximity, and exercise good judgment.

**SPECIFIC SKILLS:** Must possess leadership and supervisory skills. Must possess computer skills.

**CLASSIFICATION:** Support staff; Noninstructional Meet and Discuss agreement; 12 month classification. Cabinet Code – D.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation of support personnel.

*(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.)*