

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

**TITLE:** Athletic Director Middle School

**REPORTS TO:** Middle School Principal

**JOB SUMMARY:** Plans, organizes, and directs all aspects of the interscholastic athletic programs at the middle school level.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Assists the high school athletic director carrying out the mission statement of the BASD.
2. Serves as a member of the interview committee for hiring prospective coaches at all middle schools.
3. Schedules interscholastic contests for four middle schools.
4. Schedules and attends pre-season and post-season athletic meetings in all sports.
5. Assists the high school athletic director in the preparation of the middle school budget.
6. Supervises, observes, counsels and evaluates the middle school coaching staff, along with high school athletic directors and varsity coaches.
7. Ensures that facilities are cared for properly and prepared for use.
8. Works closely with the high school athletic directors to ensure the integrity of the middle school feeder program.
9. Implements rules, procedures, policies and guidelines of the Board of School Directors regarding interscholastic sports.
10. Contracts with officials for athletic contests.
11. Supervises transportation of all athletes to middle school interscholastic events.
12. Works closely with middle school intramural supervisors to coordinate all middle school sports programs.
13. Performs other duties as assigned by the Middle 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:** Qualified medical examination as per Pennsylvania law. Valid criminal history check, child abuse clearance. Federal Bureau of Investigation criminal history investigation (if necessary).

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

**PHYSICAL DEMANDS:** Ability to reach above and below the waist. Ability to use fingers to pick, feel and grasp objects. Stooping, kneeling, bending and twisting of the body. Ability to lift and/or carry supplies and sports equipment weighing approximately 50 lbs. Ability to sit, walk, stand or move throughout the sports facilities, often for extended periods of the workday.

**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. Able to make judgments and work under high level of stress.

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

**SPECIFIC SKILLS:** Must possess leadership skills. Must possess supervisory skills. Must possess computer skills. Ability to operate various athletic and office equipment.

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

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

*(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.)*