

Athletic Director Job Description

Position Title: Athletic Director

Location: Assigned School

Evaluated By: Principal

Evaluates: Assistant Coaches

Qualifications:

Undergraduate Degree from an accredited university

Certified Teacher

Duties and Responsibilities:

1. Check eligibility of students who participate in athletics according to Louisiana High School Athletic Association (LHSAA) guidelines prior to their participation in any athletic contest.
2. Create and maintain a system of documentation of eligibility of students.
3. Model good sportsmanship for students.
4. Refrain use of profane and obscene language around athletes.
5. Schedule random drug testing of athletes according to RPSB policy.
6. Monitor that all head coaches submit budgets (expected revenues and expenses) to principal prior to first practice.
7. Complete and submit required reports within specified timelines.
8. Ensure that all athletic offerings meet the standards of the LHSAA.
9. Maintain orderly conduct of athletes and ensure that athletes follow all local and state rules and regulations.
10. Work with principal to ensure that a school contact person is present at all athletic events.
11. Schedule varsity contests and submit results to LHSAA.
12. Schedule required number of freshmen athletic events.
13. Maintain accurate inventory of athletic equipment, uniforms, etc.
14. Maintain athletic facilities and grounds.

Athletic Director

Date

Principal

Date