

**Richland Parish School Board
Job Description**

TITLE: Athletic Director

MINIMUM QUALIFICATIONS: United States citizen or authorized alien with the physical and mental stamina and ability to perform performance and professional responsibilities.

QUALIFICATIONS: Valid Teacher's Certificate

REPORTS TO: School Principal

SUPERVISES: Coaching Staff

JOB GOAL: Coordinates all athletic programs within the assigned school

TERMS OF EMPLOYMENT: 11th or 12th Month

EVALUATION: Educator evaluation annually pursuant to BESE *Bulletin 130*

COMPENSATION: Adopted RPSB Certified Salary Schedule plus AD Stipend

PERFORMANCE RESPONSIBILITIES:

1. Fulfill all duties traditionally expected of those in the teaching profession.
2. Design, plan and deliver student-centered instruction to all students effectively as measured by the educator evaluation system in accordance with federal and state regulations and the district's Personnel Evaluation Plan.
3. Assume responsibility for growth in student learning in the assigned area of instruction.
 - a. Ensure that student growth is continuous and appropriate for assigned students.
 - b. Develop and meet two yearly student learning targets which positively affect student achievement through job responsibilities.
4. Plan and prepare in advance for teaching of classes and students assigned. Provide written evidence of preparation which references standards, units, activities, materials, literacy strategies, and formal/informal evaluation of learner outcomes upon request.
 - a. Establish learning objectives consistent with appraisal of student needs, requirements of district-adopted curricula, and knowledge of human growth and development.
 - b. Plan for and utilize instructional methods, resources and evaluation techniques which motivate and enable each student to achieve learning objectives.
 - c. Create and maintain a classroom environment that provides for student involvement in the learning process and enables each student to achieve learning objectives in the least restrictive environment.
 - d. Establish, post, and enforce rules and expectations for student behavior.
 - e. Implement all components of relevant district-adopted curriculum with fidelity.
 - f. Provide opportunities for students' involvement and engagement in the learning process to enhance retention, application, relevance, and higher order thinking.
 - g. Use all available resources including differentiated instruction through RTI to develop intervention plans for students failing to progress at an acceptable pace with their class and/or peer group.

- h. Plan and provide regular, rigorous assessments which are aligned with the depth and rigor of the state standards and content, including curriculum resources, and provide timely academic feedback to promote student learning.
 - i. Understand individualized plans for assigned students with behavior, health, and learning needs and ensure accommodations and modifications are in place in the classroom.
- 5. Identify student needs and cooperate with other professional staff members in assessing students and developing plans to address health, behavioral and learning problems.
- 6. Provide accommodations and/or interventions for at-risk/remedial students, and/or sub groups as appropriate.
- 7. Exert every effort to provide clear and timely information at regular intervals to parents, caregivers, and colleagues regarding classroom expectations, student progress, student conduct, and ways they can assist student learning and behavior. Be available for parent-teacher conferences.
- 8. Assist school administration in implementing all policies and rules governing student conduct and effective school operation.
- 9. Monitor student conduct throughout the school building and grounds and enforce all policies and rules governing student conduct.
- 10. Assist administrators and other staff members in the orderly, expedient and safe transition of students from one location to another.
- 11. Take all necessary and reasonable precautions to protect students, equipment, books, materials, and facilities.
- 12. Perform various administrative duties such as taking attendance, organizing the classroom, and responding to emails and phone calls from parents, school administrators, and staff in a timely manner.
- 13. Maintain a physical classroom environment that is organized to promote learning for all students, with supplies, equipment, and resources accessible to provide opportunities for students.
- 14. Maintain effective, efficient, and timely record-keeping procedures, including but not limited to lesson plans, student attendance, student grades, physical inventory management, classroom schedules, student assessment data, students' written work.
- 15. Supply adequate lesson plans, seating charts, class rosters, and other essential information for substitutes in the event of absence from work.
- 16. Collaborate with peers to enhance the instructional environment for students by participating in activities which may include, but are not limited to, team teaching, team planning, professional learning community meetings, grade-level meetings, staff development, and various committees.
- 17. Serve on special committees (e.g., 504, Student Well-Being, SBLC, Pupil Progression/IAIP, Crisis, Dyslexia) as required by School Principal or district administration and perform related work as required.
- 18. Attend after-school events as scheduled, including but not limited to in-person faculty meetings once per month, parent/family night events no more than six times per school year, and after-school athletic and special events duty as assigned.
- 19. If assigned to multiple locations, provide and follow consistently the daily schedule provided to direct supervisor, school principals, and applicable teachers.
- 20. Coordinate all athletic schedules with the principal and commissioner of the state conference (LHSAA).
- 21. Assign and supervise all gatekeepers and workers for all athletic contests.

22. Examine all playing arenas to see if they are available and ready for play.
23. Confirm the availability of sports equipment which is needed for the game.
24. Arrange for payment of all game officials.
25. Arrange for all the change that is needed for all gatekeepers. Make available change boxes, tickets, stamps, etc. which are needed by gatekeepers.
26. Coordinate all tournaments and post-season games with the principal.
27. Coordinate with the Principal to ensure the welfare of all athletes.
28. Verify the eligibility of all athletes.
29. Suggest the monetary allowance for athletes and coaches when playing a contest that requires overnight lodging and food.
30. Schedule physical examinations for all athletes.
31. Work with coaches and the principal to ensure the eligibility of each athlete is certified prior to participation.
32. Work with the principal and the school SRO in securing law enforcement officers to provide security for athletic contests.
33. Coordinate all athletic functions such as booster club meetings, athletic banquets and other athletic meetings.
34. Coordinate the attendance of coaches at coaches' clinics and workshops.
35. Serve as public relations liaison for all routine news media requests related to athletics.
36. Coordinate with the principal any postponement of contests because of weather or other factors.
37. Work with coaches in solving morale problems. Serve as a booster of the school's athletic program.
38. Offer constructive criticism to fellow coaches.
39. Coordinate the purchase, reconditioning and storage of athletic equipment.
40. Coordinate the preparation for all home contests and events; supervises or directs cleanup after contests.
41. Coordinate transportation for all athletic events requiring travel using procedures established by the Transportation Department.
42. Provides assistance in planning a budget.
43. Serve as director of special events and promotions for athletic department.
44. Work closely with the district Athletic Director.
45. Schedule and conduct pre-season meetings for all sports as required by the LHSAA.
46. Submit athletic eligibility summary and pre-season meeting certification to the LHSAA as required at the beginning of the season.
47. Ensure all coaches are aware of school, district, and state rules applicable to their sport and the expectations of coaches.
48. Ensure compliance with all school, district, and state rules.
49. Work with the principal to develop a supplement plan for paying coaches.
50. Submit work orders for necessary facility repairs or routine maintenance.
51. Provide assignment secretary with a complete schedule prior to the season.
52. Work with the principal in finding new coaches as openings occur.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without

supervision.

4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep direct supervisor informed of the progress being made in area(s) of responsibility.
8. Report to the Richland Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
10. Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.
18. Direct, coordinate, and/or supervise all personnel for whom you are responsible.
19. Provide staff development as needed or required.
20. Inform pertinent personnel of changes in guidelines, regulations, etc. related to areas of responsibility.
21. Act as technical advisor and resource person to assist others in area(s) of responsibility.

While the operation of the Richland Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____