*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

**JOB DESCRIPTION**

 **Position:** Athletic Director

**Reports to:** Assistant Superintendent

**Employment Status:** Regular/Full-time

**FLSA Status:** Exempt

**Description:** Provides leadership, collaboration, and coordination in the administration of the athletic program throughout the district on all levels.

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

* Ensure safety of students
* Implement and monitor all Board policies and regulations
* Establish and maintain positive public relations
* Maintain the strictest confidence concerning personnel, students, and operational concerns of the district
* Promote good public relations by personal appearance, attitude and conversation
* Report all cases of suspected child abuse to appropriate school personnel and proper government authority
* Administer the comprehensive Vernon Public Schools athletic program in accordance with the policies and regulations of the Connecticut Interscholastic Athletic Conference (CIAC) and the Vernon Board of Education.
* Administer and oversees the athletic budget
* Coordinate a centralized purchasing procedure for athletic equipment, and inventories and purchase first aid supplies for all sports
* Coordinate and articulates the duties and responsibilities of all coaches
* Interview and recommends all coaches to be hired by the Vernon Public Schools
* Evaluate the performance of all athletic coaches and makes recommendation for continued employment
* Represent Vernon Public Schools at local, district, state, and national meetings
* Participate in the promotion of all athletic programs
* Serve as the athletic liaison with Vernon Public Schools Boosters Club
* Inform Facilities and Special Projects Supervisor of damages and/or repairs required to athletic facilities and/or grounds
* Inform Facilities and Special Projects Supervisor immediately of any safety concerns to athletic facilities and/or grounds
* Oversee yearly physical requirements as mandated by Connecticut Interscholastic Athletic Conference
* Oversee scholastic and insurance eligibility for all athletes
* Oversee permit eligibility for all coaches
* Coordinate Sports Banquets
* Coordinate scheduling of all interscholastic events including but not limited to the hiring of ticket workers, security, officials, etc. as required
* Coordinate transportation for away athletic events
* Coordinate the purchase of all athletic awards, ribbons, and trophies
* Delegate activities as needed

**Other Duties and Responsibilities:**

* Serve as role model for students and staff
* Respond to routine questions and requests with tact and diplomacy in a timely manner
* Interact in a positive manner with staff, students and parents
* Act as the public relations agent for athletic program
* Perform other duties as assigned by the Assistant Superintendent
* Establish and maintain professional relationships
* Participate in professional learning by attending seminars and workshops

**Qualifications/Certificates:**

* Active Connecticut Department of Education Athletic Director Certificate
* Such alternatives to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

* Ability to communicate ideas and directives clearly and effectively, both orally and in writing
* Effective, active listening skills
* Ability to work effectively with others
* Organizational and problem solving skills
* Excellent public relations skills
* Ability to foster and facilitate learning, team and/or individual play philosophies

**Additional Working Conditions:**

* Interaction among children
* Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
* Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
* Frequent interruption of duties by staff, students, visitors and/or telephone
* Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 50 pounds
* Requirement to assist in the restraint, movement or other emergency weight bearing assistance of students

**Equipment Operated:**

Computer/Laptop Printer Interactive White Board Scanner

**Required Testing Continuing Educ./Training Clearances**

None Professional Learning Fingerprint/Background

**Evaluation**:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

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Signature Date