

1 **Board Policies**

**Blair-Taylor School District**

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3 **Series: 500**  
4 **Section: 530**  
5 **Policy #: 531.8**

**PERSONNEL**  
**PROFESSIONAL STAFF POLICIES**  
**ATHLETIC DIRECTOR**

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9 **JOB TITLE:** Athletic Director (A.D.)

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11 **JOB SUMMARY:** Teaches sport activity on an individual and team basis in  
12 preparation for athletic competition.

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14 **REPORTS TO:** 7-12 Building Principal

15 **JOB DUTIES:**

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17 1. General administration, supervision, and recordkeeping of all W.I.A.A. tournaments sponsored by  
18 the school district.  
19 2. Coordinate the activities of the various coaches to provide consistency in the enforcement of the  
20 school's established rules and policies governing athletics.  
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22 3. Review all purchases for the athletic department.  
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24 4. Maintain a constant check of athletic facilities with each head coach in area and the building  
25 principal.  
26 5. Shall ensure that all athletic eligibility and physical forms are properly filed.  
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29 6. Ensure proper supervision is in place at all school sponsored sporting events.  
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32 7. Cooperate with head coach to schedule all athletic events, schedule event locations, and obtain  
33 necessary officials.  
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35 8. Ensure that each coach turns in a completed uniform and equipment inventory at the close of each  
36 athletic season.  
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38 9. Shall be the official representative of the athletic department at conference or WIAA meetings when  
39 designated by the principal or superintendent.  
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41 10. Shall assist in filling coaching vacancies at all levels.  
42 11. Responsible for scheduling and coordinating athletic award nights and seeing that all awards are  
43 ordered.  
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45 12. Address the school board with feedback on any issues and updates pertaining to the athletics twice  
46 per year.  
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48 13. Present individual coaching contracts to the board in closed session for discussion.  
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56 **QUALIFICATIONS:** Qualifications have been identified as Required or Preferred  
57 for the job.

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59 (R) = Required  
60 (P) = Preferred

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62 (R) Interpersonal skills to deal courteously and effectively with students, teachers, administrators, and  
63 the public.

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65 (R) Working knowledge of all WIAA conference and District policies which govern athletic programs  
66 offered in the district.

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68 (R) Ability to maintain discipline, encourage individual and team development and promote good  
69 sportsmanship in all sports.

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72 **PHYSICAL CHARACTERISTICS:**

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74 The Dictionary of Occupational Titles characterizes this job as a medium position. Medium work is  
75 defined as: Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force  
76 frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects to a  
77 significant degree.

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79 The Classification of Jobs further defines the physical factors as:  
80 Frequently reaching, handling, fingering, talking, hearing and working with far visual acuity and good  
81 depth perception. Occasionally balancing, stooping, crouching, working with near acuity, color  
82 vision and field of vision.

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85 **TERMS OF EMPLOYMENT:** Full Year

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88 **EVALUATION:** District Policy

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103 **LEGAL REFERENCE:**

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105 **First Reading:** 10/07/91 **Adopted:** 10/21/91  
106 **Amended:** 02/15/93  
107 **Amended:** 08/30/04  
108 **Amended:** 04-19-10

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111 **Clerk:** \_\_\_\_\_