

MIDDLE SCHOOL ATHLETIC DIRECTOR

QUALIFICATIONS

1. Valid State of Idaho Teaching Credential.
2. Employed as a Teacher in the District.
3. Has knowledge of the overall operation of an athletic program.

Reports to:

Building Principal

Supervises:

Assists the middle school principal in supervision of middle school athletic contests, evaluations coaches and others involved in the middle school athletic program.

Job Description:

To carry out the goals and objectives of the athletic program at the middle school:

1. Responsible for working with and communicating information between the high school athletic department and the middle school athletic department.
2. Works with the administrative team to fill all coaching positions with appropriate personnel.
3. Evaluations of all coaches.
4. Submit bus requests for each season.
5. Maintains an inventory of all athletic equipment and provides for its storage.
6. Orders all athletic equipment.
7. Provides and maintains first aid boxes and equipment.
8. Responsible for coordinating and payment of officials for games or matches.
9. Attends all necessary meetings of Idaho High School Athletic Activities Association.
10. Monitors eligibility requirements of participants.
11. Provides head coaches with all necessary forms and schedules.
12. Provides administrative team & district office with facility requests and schedules (practice dates, starting times)
13. Creates coverage schedule for ticket takers, admin supervision at games, meets, or matches.
14. Provides any help coaches might need.
15. Works with Booster Club to support the athletic program.
16. Perform other duties as may be assigned.

Evaluation:

The performance of this position will be evaluated in accordance with provisions of the Board's policy on the evaluation of certified professional employees.