

<b>Position:</b>	Director of Athletics and Support Services
<b>Reports to:</b>	Superintendent
<b>Employment Status:</b>	Regular/Full-time
<b>FLSA Status:</b>	Exempt
<b>Description:</b>	Supervise all aspects of care and maintenance of district buildings and grounds, food services program, transportation services, and district athletic programs for grades seven through twelve. Enforce the implementation of the provisions as outlined in the Athletic Handbook
<b>NOTE:</b>	The below lists are not ranked in order of importance

**Essential Functions:**

- Ensure safety of students
- Coordinate all interscholastic athletics in grades 7-12
- Schedule all sporting events
- Responsible for contracting with all sporting officials
- Notify coaches of ineligible students
- Responsible for all workers at athletic contests
- Responsible for ticket sales, safeguarding and distribution of season tickets, complimentary tickets, media credentials, and passes
- Maintain current inventories of all equipment and supplies on hand
- Ensure all coaches receive an athletic handbook prior to each sport's season
- Observe head coaches engaged in their sport, during the season, and complete an evaluation of coaching staff
- Supervise and evaluate coaches
- Arrange for timers, scorekeepers, ticket personnel, announcers, security, and administrative personnel involved in the total operation of all athletic events
- Ensure all spectator facilities are ready for all contests
- Ensure all student athletes receive physical examinations prior to the beginning of their respective athletic season
- Responsible for holding coaches meetings prior to the beginning of each season
- Issue purchase orders on approved purchase requisitions
- Maintain a record file of all award winners, including athletic scholarships
- Organize and supervise an award's night
- Attend meetings including but not limited to staff, league meetings, local council meetings, and in-services as required
- Devise, implement, engage and approve Norton City Schools athletic program fund-raising activities
- Implement and enforce student athletic program rules, regulations and policies
- Prepare written reports when required
- Interact with public in official capacity regarding athletic program
- Coordinate, administer and maintain file of game contracts with coaches
- Counsel, advise and encourage student athletes
- Schedule use of gymnasium and other outside athletic facilities for games and practices
- Distribute passes for authorized individuals
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student files
- Interact in a positive manner with staff, students, and parents
- Promote good public relations
- Supervise maintenance of buildings and ground, transportation services, and operation of food services
- Maintain all buildings in a safe and efficient manner through an ongoing program of inspection and repair
- Assist Treasurer with insurance and inventory systems

- Maintain a program of systematic preventative maintenance for all physical facilities
- Work closely with the building administrators and local authorities in the maintenance and control of the buildings and property
- Maintain service contracts necessary for all equipment under his/her jurisdiction
- Keep up to date files on all blueprints and drawings of the physical facilities and permanent equipment
- Assist in the planning and the supervision of all new constructions and remodeling projects
- Approve time schedules and reports of all personnel under his/her control
- Participate in recommending, hiring, firing, and other discipline of all custodial, maintenance, transportation, cafeteria, athletic, and other appropriate personnel
- Maintain a system of evaluation of the buildings and equipment for insurance purposes and make recommendations for maintaining insurance coverage at a current level
- Keep all financial records required of the position
- Responsible for communication between Norton City Schools and the Ohio High School Athletic Association
- Promote good public relations with the local community and visiting schools
- Coordinating activities between the Athletic Booster Club and Athletic Department
- Responsible for regular communication via social media, school communication, and news outlets regarding athletic activities/student athletes
- Maintain appropriate and current information regarding all athletes and coaching staff
- Responsible for uniform rotation, purchasing uniforms, awards, and all athletic equipment
- Keep current/accurate records of all coaching staff verifying that each coach fulfills all of the Ohio High School Athletic Association and Ohio Department of Education requirements
- Attend Board meetings; at Superintendent request, prepare and present reports to the Board
- Responsible for providing direction and leadership to members of the Athletic Council and representing the department at all league and state meetings
- Supervise the district safety and security programs
- Supervise, evaluate and directly supervisor the maintenance/buildings and grounds supervisor, transportation supervisor, and food service supervisor
- Assume responsibility for the supervision and evaluation of support staff personnel, coaches, and athletic personnel

#### **Other Duties and Responsibilities:**

- Maintain respect for confidential information
- Respond to questions and requests in an appropriate manner
- Serve as a role model for students
- Perform other duties as assigned by the Superintendent, Treasurer, High School Principal, Middle School Principal
- Respond to routine questions and requests in an appropriate manner

#### **Qualifications:**

- License and training in first aid
- Minimum Requirement of a valid Ohio Principal License or Business Manager License
- Such alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

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

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening
- Organizational and problem solving skills
- Ability to work cooperatively with administrators, coaches, other staff members, parents, Booster Club members, and the community
- Knowledge of the following: Maintenance of facilities, vehicles, outdoor fields, and familiarity with necessary construction projects
- Possesses leadership, organizational skills, budgeting, and strong administration skills

**Equipment Operated:**

- Telephone
- Computer
- Copier

**Additional Working Conditions:**

- Occasional operation of a vehicle in inclement weather conditions, i.e., must be prepared to come to school on all scheduled workdays including calamity days
- Frequent weekend/evening/summer work
- Occasional exposure to blood, bodily fluids and tissue
- Interaction with children and parents
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Occasional requirement to travel, both daily and overnight

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

**Evaluation:**

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel

Approved by:                      Norton City Board of Education  
Adoption date:                  May 8, 2023