

**TRUSSVILLE CITY SCHOOLS**

**Job Description**

**POSITION TITLE:** Athletic Director

**QUALIFICATIONS:** In good standing with the Alabama High School Athletic Association, coaching experience preferably head coach at high school or college level, and athletic director experience preferably at high school or college level.

**REPORTS TO:** Superintendent

**JOB GOAL:** Provide leadership to maintain and improve athletic programs (including cheerleading) for the benefit of all student athletes.

**EVALUATION:** Annually by Superintendent

**PERFORMANCE RESPONSIBILITIES:**

1. Evaluate and provide leadership to evaluate and continuously improve each sport and overall athletic program.
2. Supervise programs to ensure that all school programs comply with requirements and procedures of the Alabama High School Athletic Association (including, but not limited to eligibility).
3. Attend athletic events (games, events, and practices).
4. Communicate with the Superintendent, Directors, Principals, Assistant Principals, Coaches, Community Relations Coordinator, Parents, Athletes, and AHSAA.
5. Communicate and coordinate with Athletic Clubs.
6. Work with assistant athletic director, coaches, principals, directors, and superintendent to prioritize needs of athletic programs.
7. Work with principals to recruit high quality coaches.
8. Provide feedback and formally evaluate each coach.
9. Provide continuing education for coaches.
10. Collaborate with principals when making coaching personnel recommendations to the Superintendent.
11. Provide leadership to increase diversity among coaches and student athletes.
12. Ensure that each sport has the equipment and coaching staff necessary to ensure safe and high quality athletic experiences for all athletes.



13. Work with coaches to schedule and coordinate athletic events. Document and approve away games and events.
14. Coordinate with Director of Finance and manage athletic revenues, expenditures, and developing annual budgets.
15. Oversee and coordinate with coaches for the purchasing of equipment, uniforms, etc.
16. Oversee communication, coordination, and collection of athletic fees.
17. Oversee athletic fundraisers.
18. Coordinate with coaches to ensure student eligibility and AHSAA compliance for all sports.
19. Oversee athletic websites and maintain appropriate social media presence for athletics.
20. Coordinate with Trussville City Park and Recreation so as to build alliances and build a stronger athletic program.
21. Promote athletes and coordinate with colleges and universities so as to secure more athletic scholarships.
22. Regularly inspect the conditions of all athletic fields and facilities and reports conditions and needs to the principal of the school.
23. Coordinate and help manage all athletic related facilities, including facility use by system coaches and athletes, as well as tournaments, and outside groups that strengthen or enhance overall athletic program.
24. Perform other duties as assigned by the Superintendent or his/her designee.

Board Approved: June 7, 2011  
Amended: January 23, 2017

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