



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Athletics Director
Payroll/Personnel Type:	10 Month
Reports to:	School Principal
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

Under the direction of the School Principal, the Athletic Director provides educational leadership to effectively oversee all aspects of all athletics activities for the purpose of providing the best possible athletic experience for students.

Essential Functions:

- Organizes and administers the overall program of 9-12 extracurricular athletics
- Prepare and submit equipment budget for Athletic Program
- Supervise and evaluate all coaches during the athletic season
- Participate in the recruitment, selection, orientation and mentoring of coaches
- Assure all coaches meet District and MSHSAA requirements
- Develop Activity Program policies and practices
- Maintain an Activity Program Handbook
- Mediate concerns between parents, coaches and/or staff
- Enforce MSHSAA, District, and PHL academic and citizenship eligibility compliance standards
- Prepares and verifies all athletic event schedules
- Cancel and reschedule events as warranted
- Provide local media with game results and pertinent information related to the athletics program
- Serve as liaison between the school and community
- Coordinate the preparation of activities for contests
- Contract officials for non-league competition
- Check game fields for readiness
- Complete end of season reports
- Assist as school representative to the Public High League
- Maintain an inventory of athletic equipment and supplies
- Work with the facility maintenance staff to develop an athletic facilities maintenance plan
- Coordinate and supervise training and conditioning programs for athletics
- Provide supervision, as assigned by school administration, at athletic contests

Knowledge, Skills, and Abilities:

- Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Interpret a variety of instructions furnished in written, oral diagrammatic, or schedule form
- Compute discount, interest, profit and loss; commission, markup, and selling price; ratio and proportion, and percentage
- Perform reading, writing and speaking at an intermediate level
- Ability and personality necessary to work effectively with school administrators, colleagues, parents, other individuals, community and school groups and organizations; must demonstrate positive, effective “people skills”



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