

Co-Athletic Director Job Description

Co-AD - Name: _____

Managing Extracurricular Events

1. Prepare and distribute an activity and special events calendar
2. Oversee programs for all extracurricular events
3. Arrange for team and club pictures for league, district, and state tournaments
4. Assume responsibility for providing officials, ticket takers, and other personnel necessary for all home games and other extracurricular activities
5. Arrange transportation and housing for all extracurricular events, and communicate with the transportation supervisor regarding busing needs for off-campus events
6. Schedule all departure times for athletic events after meeting with administrators, coaches, and club advisors
7. Coordinate use of high school athletic facilities by groups outside the school in conjunction with the building principal

Supervisory Duties

1. Interpret Board policy to the extent necessary to provide guidance the athletic program
2. Resolve any conflicts within the athletic department or among extracurricular activities

Records & Finances

1. Monitor each student's eligibility to participate in athletic activities according to IHSAA rules and relevant federal and state law, administrative rules, and Board policy
2. Obtain written parent permission for students to participate as required
3. Secure IHSAA approval for transfer students
4. Ensure each sport has an up to date team roster and that it is sent to all participating schools
5. Prepare and administer the extracurricular program budget
6. Supervise all ticket sales and fundraising events of the extracurricular program
7. Request all cash boxes needed for event gates and concessions, and secure cash boxes after events according to school procedures
8. Maintain records of athletic contests and a record of all award winners, stating the date and type of award, including athletic scholarships
9. Administer and coordinate membership requirements and financial activities of all school-sponsored clubs

Other

1. Assume responsibility for the purchase and dissemination of all first aid and other medical supplies used in athletic programs
2. Keep the building principal informed of activities and any issues that may arise
3. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at professional meetings, and by reading professional publications
4. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education
5. Seek assistance should emergencies arise
6. Represent the school district in a positive manner
7. Know and follow school district policy and chain of command

8. Perform other duties as assigned
9. Coordinate coverage of events together as needed.

CO-AD - Name:

Managing Extracurricular Events

1. Oversee all extracurricular events and activities or, if unable to attend an event, find a substitute to oversee the activity
2. Arrange with the building principal for the cancellation or postponement of home events due to adverse weather conditions
3. Plan and supervise all awards and banquets and assume general coordination of those events
4. Arrange field and gym practice schedules, and schedule all athletic events
5. Arrange all details of visiting teams' and officials' needs, including lodging, meals, towels, gymnasium services, security, and field assistance, as appropriate
6. Prepare facilities for athletic events such as setting up score tables, bleachers, ticket taker and tables. Ensure that facilities are ready for events.
7. Make sure all extra-curricular equipment is properly stored and cared for.
8. Be responsible for compliance with Board-adopted emergency medical procedures for all practice sessions and competitive events

Supervisory Duties

1. Assist in screening and hiring of all athletic personnel
2. Conduct a coaches, parent and athletes meetings at the beginning of each year to communicate federal and state law, administrative rules, Board policy, and IHSAA rules
3. Work as a liaison between the administration and the extracurricular activities staff
4. Supervise coaches, observing them sufficiently to make recommendations to the Building Principal regarding coaching assignments
5. Instruct sponsors for school clubs and organizations
6. Develop and implement appropriate rules governing the conduct of athletic activities
7. Be responsible for administering all interscholastic policies and procedures in accordance with the rules of the Idaho High School Activities Association (IHSAA)
8. Resolve any conflicts within the athletic department or among extracurricular activities
9. Provide formal written evaluation of all coaching positions in collaboration with Building Principal

Records & Finances

1. Establish physical and academic requirements for eligibility to participate in each sport, and verify each student's eligibility

Other

1. Arrange for any applicable physical examinations of athletes
2. Assume responsibility for public relations with the community including newspaper and radio coverage of athletic events
3. Represent the school in all conference and state extracurricular meetings

4. Supervise the care, maintenance, and storage of all athletic equipment and supplies
Coordinate with coaches and the principal to determine uniform and equipment needs,
ordering when necessary
5. Require coaches to check in uniforms and equipment at the end of each sport season,
keeping an accurate inventory
6. Constantly evaluate the extracurricular program and seek ways to improve it
7. Assume responsibility for his or her continuing professional growth and development through
such efforts as attendance at professional meetings, and by reading professional
publications
8. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional
Standards Commission and the State Board of Education
9. Seek assistance should emergencies arise
10. Represent the school district in a positive manner
11. Know and follow school district policy and chain of command
12. Perform other duties as assigned
13. Coordinate coverage and duties together as needs arise.