

**Hernando County School Board  
Florida**

FLSA: Exempt, Union

<b>DISTRICT ATHLETIC DIRECTOR</b>
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**Required Qualifications:**

- Bachelor's Degree from an accredited institution
- Minimum of three (3) years experience as an athletic director and head coach
- Must hold valid Florida Educators Certificate
- First aid and CPR certification or eligibility for certification
- Requires knowledge in Title IX, FHSAA Bylaws and Policies and School District Policy.

**Desired Qualifications:**

- Experience as a District Athletic Director or five (5) years experience as a school Athletic Director

**Performance Responsibilities:**

- Prepare reports as required by the school administration, Superintendent, and School Board.
- Work with the school administration, community organizations, and state athletic directors to improve and promote the athletic program.
- Work with the contracted Athletic Trainer to educate students, parents, and coaches on proper training protocols to minimize injury.
- Plan, supervise, and attend recognition programs for school athletes.
- Consult with school administration on a monthly athletic calendar.
- Serve on district and community committees relating to athletics and recreation as requested.
- Coordinate the use of district facilities and fields to meet the needs of the middle school, high school, and community.
- Assist Fields and Grounds Supervisor with inspecting fields and facilities and recommending repair or maintenance in a timely manner prior to events.
- Create, coordinate and run Coaches Trainings
- Create, coordinate and run Athletic Director trainings
- Coordinate and run monthly Athletic Director meetings.
- Attend annual FIAAA State Conference and County Athletic Director Meeting held at the conference.
- Attend the FHSAA Compliance seminars yearly and inform on-site Ads of updates and changes.

District Athletic Director

- Assist on-site Ads in the securing off campus athletic facilities.
- Assist in the vetting and purchasing of vendor products and platforms utilized by athletics county wide (i.e., DTN, Home Town and Athletic Clearance).
- Assist on-site Athletic Directors/Administrators with the hiring process of on-site head coaches and Athletic Directors.
- Assist on-site Athletic Directors in planning, coordinating and execution of High School conference, district, regional and state events (County Championships in Middle School).
- Assist on-site Athletic Directors in creation of Emergency Action Plans for various athletic facilities.
- Assist in monitoring athletic eligibility issues as it pertains to residence, transfers, GPA, special attendance and other non-traditional students. Investigate as needed.
- Respond to questions and concerns of board members, other district administrative staff, parents, community agencies, service organizations, and interested citizens pertaining to all facets of the district's athletic program.
- Assist other district departments in coordinating CPR/First Aid trainings for coaches.
- Assist on-site Athletic Directors with troubleshooting platforms utilized countywide (i.e., DTN, HomeTown and Athletic Clearance).
- Assist in the recruitment of Certified Athletic Trainers and oversee ATC's once on our payroll.
- Develop athletic policies with input from principal, athletic directors, and coaches.
- Provides athletic assistance and guidance to schools in interpretation of Board policy and the Florida High School Athletic Association (FHSAA) rules.
- Serves as a consultant within the District on all athletic construction projects.
- Serves as the District liaison for athletics to the Florida Department of Education, the FHSAA, and the Florida Interscholastic Athletic Administrators (FIAA).
- Conducts periodic athletic director meetings for the purpose of program planning and coordination.
- Assists the schools to promote publicity for all interscholastic sports, such as sports brochures and other publications, press releases and radio releases, etc.
- Fosters good community relationships by keeping the community aware of and responsive to the athletic programs.
- Serves as consultant to administrative staff and other personnel in areas of equipment, materials, and curriculum. Interprets board policy to extent necessary to provide guidance for schools.
- Reviews Athletic Policy and Guidebook annually.
- Attends school/school system functions, including athletic contests, school board meetings, and state-level meetings concerning athletic regulations. Attendance at any school/school system activities involving a school or the school system shall constitute being on duty.
- Coordinates in-service training for coaches.
- Employee is not eligible for other supplemental positions.
- Assumes a flexible work week schedule.

- Requires year-round availability. Approved additional duty will be compensated at employee's hourly rate of pay.
- Performs any other duties as assigned.

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects.

**Reports to:**

Reports directly to the Director of Secondary Curriculum.

**Evaluation:**

Annual evaluation done by the Director of Secondary Curriculum.

**Terms of Employment:**

10 month employment

**Salary:**

Salary based upon approved salary schedule - Instructional

**Job Code:**

**59001**

Board Approved:

Revised: