



ONEONTA CITY SCHOOLS

COMMITTED TO EXCELLENCE

JOB DESCRIPTION

TITLE: ATHLETIC DIRECTOR

QUALIFICATIONS:

- Hold a valid Alabama Teacher's Certificate as related to the position.
- Hold a valid Alabama Certificate to serve as an Administrator.
- Coaching experience preferred.
- A working knowledge of the Alabama High School Athletic Association (AHSAA) rules and regulations.
- Current CDL certification and DOT physical preferred. Must obtain school bus driver certification with 2 years of employment and maintain certification thereafter.
- Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

REPORTS TO: Works under the direction of school Principals, Assistant Superintendent, and Superintendent.

SUPERVISES: Assigned personnel and students

CONTRACT DAYS: 212 days / 10.5 month contract

SALARY: Salary is based on appropriate step on the approved OCS salary schedule.

EVALUATION: Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

JOB GOAL: To function in an administrative role that would serve as athletic director, as well as supervise the alternative program, maintenance staff, custodial staff and event supervision. This position has a prioritized focus on athletic achievement and support the goals of school leadership while operating under the direction of the principal. Must be willing to serve the school system in any alternative capacity requested by the principal or superintendent when no students are assigned to the alternative program.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Supervise Alternative Program and Aide.
2. Maintain updated athletic handbook and submit revisions to the principal for approval.
3. Oversee the athletic programs and department, including budget development and management.
4. Sign off on athletic program expenditures to ensure they align with budgeted needs and then submit to principals for their approval before proceeding with an expenditure.

5. Coordinate fundraising activities to be approved by the principal that support the athletic programs.
6. Coordinate athletic program use of facilities for practices and events.
7. Consult with coaches during the scheduling of each upcoming season and the rescheduling of events and present schedules to principals.
8. Ensure athletic program transportation is planned according to policies and procedures.
9. Plan, organize and promote athletic events, including games and fundraising activities.
10. Manage and supervise game day operations, including assigning and training game day personnel.
11. Coordinate all summer athletic program schedules.
12. Coordinate internal and external use of facilities for athletic programs.
13. Support positive relationships with city/community recreation leagues and annually report efforts to principals in writing.
14. Promote stakeholder participation in Athletic Booster Club and assist the organization as it strives to support our athletic program success and annually report efforts to principal in writing.
15. Coordinate with athletic training services and communicate with players, parents, and coaches.
16. Provide leadership for the athletic coaches and staff, fostering a positive and supportive environment.
17. Ensure compliance with school and athletic policies, as well as relevant rules and regulations.
18. Conduct regular coaches meetings, attend administrative meetings and provide documentation to the principal.
19. Effectively communicate with administrators, coaches, staff, students, parents, and the community.
20. Conduct student-athlete evaluations and prepare reports. After each season, conduct surveys with athletes, coaches and parents. Discuss results with the principal and prepare a summary report for the head coach and administration.
21. Assist principals with the hire, supervision, and evaluation of coaching staff, ensuring ethical and professional behavior.
22. Bi-annual written report of each program provided to the principal.
23. Supervise maintenance department staff, maintenance work and schedules. Conduct site observations to rate quality of work periodically and provide feedback. Conduct annual evaluations.
24. Supervise custodial staff, cleaning work and schedules. Conduct site observation to rate quality of work periodically and provide feedback. Conduct annual evaluations.
25. Work collaboratively with the regular classroom teachers to provide instruction and support services to students who have been temporarily placed in the alternative education program.
26. Reinforce instruction to individual students and small groups in a variety of academic subjects and other learning activities, including implementing individual education plans and behavior plans. Utilize various behavioral strategies and alternative programs.
27. Evidence of or willing to receive specialized training in behavior management skills.
28. Possess the ability to effectively manage difficult students, motivate low achieving students, and establish clear expectations for behavior and academic achievement.
29. Closely monitor student progress and coordinate related services.
30. Organize and manage a classroom conducive to successful learning experiences.
31. Evaluate student performance and progress.
32. Provide individualized instruction as required.
33. Provide supervision and discipline at all times in accordance with state, county and school policies.
34. Work constructively with parents, student and other teachers.
35. Attend school during assigned hours.
36. Regular and predictable attendance.
37. Adhere to school system rules, administrative procedures, local board policies, and state/federal laws.
38. Attend faculty and other assigned meetings.

39. Participate in the State Board and system required in-service and professional development.
40. Assists in implementing all policies and rules governing student life and conduct.
41. Perform reasonable duties necessary for the safe and effective operation of the school.
42. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
43. Exhibit positive human relation skills and professional ethics.
44. Demonstrate proficiency in written and oral communication.
45. Demonstrate competency in the use of technology.
46. Contribute to the overall development of an effective school program.
47. Manage student behavior and take precautions to protect students.
48. Communicate concerns and requests to teacher in an appropriate and timely manner.
49. Perform clerical tasks and maintain individual records for students as necessary.
50. Perform other duties as might be reasonably assigned by the Principal or Superintendent or by direction of the Board.

PHYSICAL DEMANDS: Requires sufficient physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.

DATE OF LAST REVIEW: 05/14/2025

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This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Oneonta City Board of Education reserves the right to amend the job description as needed, without notice.

Oneonta City Schools is an equal opportunity employer and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, creed, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

Reviewed and agreed to by: _____
Printed name of employee/applicant Signature Date: