

May 24, 2022

POSTING

ATHLETIC DIRECTOR

Riverview School District is seeking a candidate for the position of part-time Athletic Director. The ideal candidate should hold a Bachelor's Degree or higher from an accredited college or university and have excellent administrative and teaching experience and work with adolescents, including experience as an athletic coach. In addition, the individual must have a thorough knowledge of the WPIAL/PIAA rules and regulations. Please see the job description for additional qualifications and essential functions.

Interested applicants should submit a letter of interest, resume and required clearances by Tuesday, June 7, 2022 to:

**Dr. Neil English, Superintendent
Riverview School District
701 Tenth Street
Oakmont, PA 15139**

**RIVERVIEW SCHOOL DISTRICT
ATHLETIC DIRECTOR
JOB DESCRIPTION**

TITLE: ATHLETIC DIRECTOR

QUALIFICATIONS:

1. Hold a Bachelor's Degree or higher from an accredited college or university.
2. Hold and maintain a valid driver's license with no serious violations.
3. Hold and maintain current first aid certification and CPR certification along with any/all current clearance and health requirements.
4. Have excellent administrative and teaching experience and work with adolescents, including experience as an athletic coach.
5. Demonstrate excellent organizational skills and the ability to motivate people.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Demonstrate an understanding of the regulations regarding the operation of an athletic program.
8. Demonstrate ability to utilize, recognize student talent and resources associated with student clubs/groups and integrate cross-curricular experience within the Athletic Department.
9. Exhibit a personality that demonstrates leadership, enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
12. Demonstrate the ability to supervise others.
13. Demonstrate the ability to utilize financial accounting practices as related to position.

14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Principal

SUPERVISES: Athletic Coaches, Athletic Trainers and all other Athletics Personnel and Volunteers who service District athletic programs.

GOAL: Provides leadership in the development, organization, implementation, coordination, and evaluation of the athletic programs. Achieving excellence requires that the Athletic Director work collaboratively to lead and nurture members of the staff and to communicate effectively with parents, members of the community, and colleagues in other districts and schools. Inherent in the position are the responsibilities for planning, program evaluation, personnel management, and financial management. To use leadership, supervisory and administrative skills to establish a competitive athletic program for the Riverview School District that complies with the District's Strategic Plan, Board Policy, and WPIAL/PIAA regulations.

ESSENTIAL FUNCTIONS:

1. Maintains and utilizes leadership qualities that include maturity, professionalism, discipline, encouragement, respect, an understanding of adolescent needs and a student-focused philosophy.
2. Maintain complete athletic records for all sports including required personnel documentation.
3. Oversees Athletic Department Secretary.
4. Check the eligibility of all athletes.
5. Ensures District and Athletic Department website is informative and updated on a regular basis.
6. Plan and arrange for pep rallies and award assemblies of relevant student groups including integration to enlist student involvement in a holistic manner.
7. Works with community and elementary/middle school grade feeder systems to bridge and grow varsity program success.

8. Be responsible for publicity and press releases concerning athletics.
9. Assume leadership in the development of the Varsity, Junior Varsity, Freshman, and Junior High programs.
10. Attend all home games, meets and contests and attend away games when possible, or appoint a representative to act on behalf of the Athletic Director.
11. Maintain a thorough knowledge of the WPIAL/PIAA rules and regulations.
12. Represent the school at athletic meetings when assigned.
13. Prepare a budget each year to cover the required expenditures necessary to conduct the total interscholastic athletic program along with the Principal and Business Manager.
14. Keep on file a complete financial record of receipts and expenditures following district business office processes and procedures.
15. Be responsible for submitting a requisition for all athletic equipment and supplies.
16. Educate and monitor all athletic coaches regarding District purchasing requirements, fundraising procedures, and other District financial practice processes and protocol to ensure District procedures are followed.
17. Check that all athletes are properly covered by medical insurance.
18. Develop a District Coach and Student Handbook.
19. Represent the school district as Tournament Manager for all league, district and state events that are assigned to the school district.
20. Supervise the Athletic Trainer.
21. Ensure equity in athletics.
22. Supervises coaching staff.
23. Assist student athletes as an advisor and assist them in finding colleges, scholarship, and college applications.
24. Promote the athletic program.
25. Address Title IX regulations and compliance.
26. Keep an inventory of all athletic equipment and supplies.

27. Be responsible for the care, maintenance and storage of all athletic equipment
28. Attend professional meetings with the members of the Athletic Department.
29. Arrange for all athletes to have medical examinations.
30. Approve all recommendations for athletic awards.
31. Maintain a coach's end of season report which will include:
 - Scores of every contest held.
 - Records (school, district, state, league) established by the team or individual participant.
 - Honor and award winners.
 - Individual participation summaries.
 - Recommendations for next season.
 - Annual inventory at the end of the season and prior to ordering for the next season.
 - Budget requests from each coach.
 - Eligibility lists – kept up-to-date for all individual and team participants.
 - Letter winners and awards.
32. Post available coaching positions in collaboration with Superintendent.
33. Provide in-service training for Coaches.
34. Implement Coaches' hiring processes utilizing district hiring protocol.
35. Creates and uses an effective annual Coach evaluation tool that aligns with individual job descriptions and hold all coaches to high expectations.
36. Arrange schedules for all athletic contests and file contracts in the Athletic Director's office.
37. Arrange transportation for all athletic teams and assures appropriate district procedures are followed regarding transportation needs.
38. Contract officials for all home games. There should be on file a written contract with each official assigned to work at the school for an athletic event.
39. Provide the proper administration and supervision of all athletic contests. This would include:
 - Selling and taking of tickets
 - Arranging for sufficient police/security coverage.
 - Arranging for medical and ambulance coverage.

- Providing seating facilities for teams and spectators.
- Providing necessary facilities for the visiting teams.
- Providing the necessary game equipment
- Setting up the facility for game time.

40. Secures workers for all athletic events.
41. Secure facilities needed for all athletic events following all district procedures through collaboration with Administrative team.
42. Arrange a pre-game and half-time programs at athletic events with a focus on student engagement and cross curricular priorities.
43. Develop game programs for all sports.
44. Develop and print athletic event schedules.
45. Assures appropriate district procedures are followed regarding transportation needs.
46. Establish and monitor procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic, and thermal environments.
47. Regularly inspect all department facilities and grounds to ensure compliance with all applicable codes and regulations.
48. Establish a professional rapport with students and with staff that earns their respect. Maintain visibility with students, staff, parents, and the community, attending practices and events regularly.
49. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
50. Serve as a role model for students, dressing professionally, demonstrating good sportsmanship, the importance and relevance of learning, accepting responsibility, and pride in the education profession.
51. Notify immediately appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
52. Keep the staff informed and seek ideas for the improvement of the department. Conduct meetings as necessary for the proper functioning of the instructional and athletic programs.

53. Use effective presentation skills when addressing students, staff, parents, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
54. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
55. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent. Answer correspondence promptly.
56. Communicate with the Superintendent and with the Principal regularly about the needs, successes, and general operation of the athletic programs. Recommend policies and procedures to promote a healthy and supportive climate for athletics.
57. Follow procedures for safe storing and integrity of all public and confidential school records, ensuring that personnel and student record keeping procedures comply with State and federal law and district policy.
58. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
59. Represent the school and district at community, State, athletic league, WPIAL, PIAA, and professional meetings.
60. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
61. Summarize, interpret, and disseminate current developments in comprehensive health education, physical education, Athletics, and Student Activities through reading of professional journals, participation in professional development, and involvement in professional organizations.
62. Maintain in working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
63. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
64. Adhere to Pennsylvania school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to

be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
4. Communicate effectively using proper grammar and vocabulary.
5. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

TERMS OF EMPLOYMENT:

Part-time, year long, salary position.

Salary, work schedule and other conditions of employment in accordance with the policies of the Riverview School District.

EVALUATION:

Performance of this job will be evaluated at season end in accordance with provisions of the applicable policies of Riverview School District.

Riverview School District is an Equal Opportunity Employer.

I have read and understand the requirements, duties, and responsibilities for this position.

Employee's Signature _____ *Date* _____

Supervisor's Signature _____ *Date* _____