

**SCHOOL DISTRICT OF OKALOOSA COUNTY
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Position Title: Athletic Director - Senior High
Reports to: Principal

Minimum Eligibility Requirements:

Holds a valid Florida Educator's Certificate. Three (3) years coaching experience. Any alternative qualifications as the Board may find appropriate.

Communication Skills:

Demonstrates articulate speech. Uses vocabulary appropriate to task and student ability. Writes with appropriate grammar, spelling and structure. Communicates effectively with students, parents, and administrators.

Specialization Competence:

Demonstrates proficiency in area of specialization. Uses subject area materials appropriately.

Administrative/Supervisory Requirements:

Keeps appropriate records. Maintains effective lesson plans. Conforms to rules and policies of the district, school, and state.

Instructional/Evaluation Procedures:

Makes effective use of time. Provides instructional orientations, transitions and clear directions. Uses effective questioning techniques. Develops concepts and provides appropriate reviews, practice and corrective feedback. Uses appropriate evaluative techniques. Analyzes and interprets test results.

Management Techniques:

Establishes rules; monitors rules consistently and fairly. Maintains academic focus. Establishes routines for use of materials. Controls and stops spread of misconduct. Maintains instructional momentum.

Interpersonal Relationships:

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

Physical Demands:

The physical demands described here are representative of those essential for an employee to successfully perform the functions of this job. Reasonable accommodations may be made for individuals with disabilities.

The employee is frequently required to stand, talk, hear, walk, and sit. The employee may occasionally push or lift up to 50 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately.

Work Environment:

The noise level in the work environment is moderate to loud. Duties are performed outdoors and occasionally indoors.

(over)

Job Goal:

To plan and coordinate all athletic events and related activities and ensure that school athletic programs operate within the framework of the Florida High School Athletic Association.

Essential Duties and Responsibilities:

1. Serves as the head football coach.
2. Responsible for originating, processing, maintaining and monitoring the eligibility of athletes for participation in all school athletic programs according to school district and state requirements (medical, athletic, and academic).
3. Responsible for managing budgets and funds associated with athletic functions under the supervision of the principal.
4. Assists coaches and related organizations in generating revenue producing projects.
5. Responsible for the acquisition, maintenance, storage and inventory of athletic equipment and supplies.
6. Schedules and coordinates events (date, time, place) and secures facilities; monitors arrangements for: officials (including contracts), law enforcement, medical emergency personnel/ambulance, crowd control and gate worker, visitor facilities, transportation, programs, overnight arrangements, etc.).
7. Coordinates the use and maintenance of playing areas and related facilities and equipment (public address system, scoreboard, etc.).
8. Provides leadership in sports-related support organizations/groups.
9. Monitors and supports the functions of other head coaches and assists in the development of all sports programs for students.
10. Promotes a positive public image of school athletic activities via communication within the school and the district, visiting teams, competitors, and news media.
11. Assures that all coaches and events comply with established rules and procedures and promote student's welfare as participants and spectators.
12. Arrange for appropriate facilities and assistance for visiting teams.
13. Serves as tournament director for tournaments held at school unless otherwise designated by principal.
14. Provides leadership in the recognition of students for athletic endeavors...including awards, banquets, scholarships, etc.
15. Takes initiative in promoting the integration of academic and athletic activities of the school including both students, faculty and staff.
16. Abides by all policies of the Okaloosa County School Board.
17. Performs other tasks as assigned within the limits of the Master Contract.

Terms of Employment/Length of Employment:

Twelve month. Salary is based on adopted salary schedule for instructional personnel.

Evaluation:

Annual performance evaluation in accordance with the Master Contract, local policies, and state law.