

**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.

SUPPLEMENTED POSITION

Position Title: Middle School Athletic Director
Reports to: Principal

Minimum Eligibility Requirements:

Holds a valid Florida Educator's Certificate with appropriate coverage and employed in a regularly established position in Okaloosa Public Schools. (Should a qualified current employee not be available for this position, a person not currently holding a teaching position may be considered provided: 1} fingerprints are cleared; 2} part-time athletic coaching certificate issued, and 3} recommended by principal for supplemented position only.) Any alternative qualifications as the Board may find appropriate.

Communication Skills:

Ability to read and interpret documents. Ability to write routine reports and correspondence.

Administrative/Supervisory Requirements:

Keeps appropriate records. Conforms to rules and policies of the district, school, and state.

Interpersonal Relationships:

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

Physical Demands:

Frequent walking, standing, bending or twisting of the trunk. Frequent stooping, kneeling, reaching above the head, repeating the same motion. Good depth perception required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

The noise level in the work environment is noisy. Employee is frequently exposed to outside weather conditions. Duties are performed outdoors or in gymnasium.

Job Goal:

To conduct and administer a well defined athletic program and public relations program, and to understand the relationship of athletics to overall school philosophy.

Essential Duties and Responsibilities:

1. Educates both school and community concerning basic values of athletics.
2. Maintains harmony between athletic goals and overall school education goals and aims.
3. Directs fund raising activities.

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4. Insures that proper teaching and coaching, adequate equipment and satisfactory facilities are available.
5. Establishes award criteria.
6. Verifies appropriate documents concerning eligibility.
7. Develops positive student and faculty relationships toward athletic department.
8. Performs coaching duties as needed.
9. Delegates responsibilities to coaches.
10. Provides care and treatment for minor injuries.
11. Monitors students' academic progress and assists as needed.
12. Makes a reasonable effort to protect students from conditions harmful to physical health or safety.
13. Schedules transportation as needed.
14. Abides by all policies of the Okaloosa County School Board.
15. Performs other tasks as assigned within the limits of the Master Contract.

Terms of Employment/Length of Employment:

Total school year. Salary as provided in Master Contract between Okaloosa County Education Association and School Board for specific year.