



Merrimack School District

Athletic Director

Role Description



TITLE: Athletic Director

REPORTS TO: High School Building Administration

QUALIFICATIONS:

- Current certification through the State of New Hampshire
- Certifiable as an administrator in the State of New Hampshire
- Master's degree in related field
- Minimum of 5 years coaching experience required
- Strong leadership, organization, and communication skills required

SUPERVISES AND EVALUATES:

- Coaching Staff
- Administrative Assistant to the Athletic Director

JOB GOAL:

The Goal of the Merrimack School District's Athletic Director is to oversee the development of a community of responsible student athletes and coaches that balances academic achievement and a safe, competitive environment, while upholding the attributes of sportsmanship, integrity, and leadership. The Athletic Director will promote the emotional, physical, and social well-being of student athletes. The Athletic Director will aim to be an exceptional communicator with all constituents.

RESPONSIBILITIES:

- Assist in the recruitment, hiring, training, supervision, and evaluation of coaches
- Prepares and submits to the principal an annual itemized budget for athletics
- Maintains an up-dated inventory of all athletic equipment and supervises the proper and adequate care, maintenance, and storage of all athletic equipment
- Demonstrates understanding and oversight of all NCAA academic and core course requirements for student athletes
- Develops practice, game, and facility use schedules for each sport and activity
- Develops and updates a Coaches Handbook
- Develops and updates a Student/Athlete Handbook
- Maintains records to ensure athletes meet district and NHIAA requirements for physical examinations in coordination with the school nurse, athletic trainer, and school principal

- Coordinates and arranges transportation requirements for all athletic events
- Provides the proper administration and supervision of all home athletic contests
- Attends athletic events or arranges for a site manager as determined by the principal
- Coordinates and approves the recommendations for athletic awards as stipulated in School Board policies
- Coordinates the sale and accounting of admissions for games/events
- Coordinates the scheduling of school district athletic facilities in coordination with the building principal
- Prepares bid requests when necessary
- Prepares and submits purchase orders for all requisitions
- Obtains officials for games, contests, or events
- Coordinates the payment of officials
- Publicizes schedules and revisions to schedules as necessary
- In collaboration with building administration, addresses conflicts that may develop from time to time within the athletic department
- Collaborate with the staff, guidance department, special education, and school administration in establishing and implementing school policies and compliance with NCAA eligibility standards
- Keeps a public calendar of upcoming events and sends it monthly to school and SAU administration
- Maintains a permanent file of athlete medical examinations, insurance forms, records, parent consultant forms, etc.
- Maintains permanent records for each sport, such as wins and losses, outstanding records, letter winners, etc.
- Arranges for medical personnel at all home varsity football games and larger athletic events
- Works with the athletic trainer and school nurses to ensure the safety of student/athletes
- Develops and maintains positive relationships with the community, local youth leagues, the Town of Merrimack, and local businesses
- Collaborates with guidance, special education, and town departments to offer summer athletic camps
- Represents the school in all athletic business of the Town of Merrimack and with NHIAA state meetings
- Maintains an active program that promotes sportsmanship and welcomes the competing teams and guests
- Constantly evaluates the program, always seeking ways of improving interscholastic athletics
- Acts as the liaison to the media with athletic events and reporting
- Works collaboratively with Merrimack Middle School Athletic Director
- Plans and presents athletic department development and goals to parents and students
- Follows guidelines of the New Hampshire Interscholastic Athletic Association (NHIAA) and the National Federation of State High School Associations (NFHS)
- Aware of, and complies with Title IX regulations
- Performs such other duties as the principal and/or superintendent of school may direct

- Adhere to the Code of Ethics and Code of Conduct for New Hampshire educators and demonstrate high levels of professionalism that are representative of the core values of the Merrimack School District

KEY	
N	= not required
R	= rarely
O	= occasionally
F	= frequently
C	= constantly

TERMS OF EMPLOYMENT: Position is a full time, year-round, non-union role.

Physical Activity Requirements:

Lift up to 10 lb.	N	R	O	F	C
Lift 11 to 25 lb.	N	R	O	F	C
Lift 26 to 50 lb.	N	R	O	F	C
Lift over 50 lb.	N	R	O	F	C
Carry up to 10 lb.	N	R	O	F	C
Carry 11 to 25 lb.	N	R	O	F	C
Carry 26 to 50 lb.	N	R	O	F	C
Carry over 50 lb.	N	R	O	F	C
Twisting	N	R	O	F	C
Bending	N	R	O	F	C
Crawling	N	R	O	F	C
Squatting	N	R	O	F	C
Kneeling	N	R	O	F	C
Crouching	N	R	O	F	C
Climbing	N	R	O	F	C
Balancing	N	R	O	F	C

Work Surface(s)

Reach above shoulder height	N	R	O	F	C
Reach at shoulder height	N	R	O	F	C
Reach below shoulder height	N	R	O	F	C
Push/Pull	N	R	O	F	C

Hand Manipulation

Grasping	N	R	O	F	C
Handling	N	R	O	F	C
Fingering	N	R	O	F	C
Torquing	N	R	O	F	C

Controls and Equipment:

Use of typical office/classroom equipment.

During a typical day, employee may be required to:

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

Stand 1 2 3 4 5 6 7 8
Walk 1 2 3 4 5 6 7 8

1 2 3 4 5 6 7 **8**
1 2 3 4 5 6 7 **8**

Cognitive/Sensory Requirements:

- Talking: Necessary for communicating with others
- Hearing: Necessary for taking instruction/direction from others
- Sight: Necessary for doing job effectively
- Taste/Smell: Smelling required to detect odors, such as natural gas, electrical smoke, etc.

Summary of Occupational Exposures:

- Exposure to typical building-related hazards and materials.
- Exposure to outdoor exposures

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