

## **JOB DESCRIPTION**

### **TITLE: ATHLETIC DIRECTOR**

**GOAL:** Provide for overall leadership and coordination among the various after school sports programs. These programs should be designed to provide students opportunity for character growth and team building skills.

### **QUALIFICATIONS:**

- An understanding of Waldorf Education and child development
- Previous experience as a coach required
- Knowledge of the overall operation of an athletic program
- First Aid/CPR certification required

### **RESPONSIBLE TO:**

College of Teachers and Board of Trustees  
Reports directly to designated College of Teachers contact for daily activity.

### **DUTIES AND RESPONSIBILITIES:**

1. Recruit coaching staff and make recommendations to College of Teachers.
2. Responsible for the scheduling of all athletic contests. These schedules should be communicated to the high school coordinator, school administrator and appropriate coach.
3. Attend and direct all home athletic events.
4. Work with coaches and school in problems of discipline concerning athletes.
5. Coordinate with the grades games teacher, high school P.E. teacher and coaches to set up facilities for all activities.
6. Work with the high school administration or a designee and head coaches in planning athletic awards program.
7. Coordinate the information, advertising, programs and printing and selling of tickets for home games. May assign a designee to do this.
8. Review with coaches the standards for good sportsmanship, general rules and regulations of their sport, and school rules
9. In conjunction with the coaches will arrange transportation of all athletic teams.
10. Maintain an active program that promotes sportsmanship
11. Welcome the competing teams and guests.
12. Order, inventory, and organize the distribution and collection of uniforms and equipment.
13. Act as a tournament manager for all league and tournament playoff activities that are assigned to your school
14. Meet with other League/Division Athletic Directors to coordinate games and discuss league information.
15. Contract all game officials for home events.
16. Act as liaison between the booster club and the school.
17. Coordinate and plan athletic budget. Meet with coaches and ensure that all sports have an equal opportunity to present their budgets.
18. Coordinate with front office the clearance waiver forms for all athletes
19. Work with Business Manager to ensure adequate insurance coverage is in place.
20. Check on all transfer students to ensure their eligibility (only when CIF certified).