

WARE PUBLIC SCHOOLS  
JOB DESCRIPTION

TITLE OF POSITION: Athletic Director

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: High School Principal

JOB MISSION: Health/Safety and student achievement. The Athletic Director will enlist the involvement of students, parents, coaches, officials, teachers, administrators, and community members in articulating a vision for the interscholastic athletic program consistent with the educational mission of the school and their league affiliations. The Athletic Director will provide the leadership for these efforts and subsequently establish procedures to implement this vision and its values.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves on faculty committees concerned with athletic programs
- Keeps Principal(s) and Superintendent up to date on current athletic policies, trends and problems
- Interprets to the Athletic (i.e. coaching) Staff the important aspects of school and league rules
- Represents the school at league and district meetings
- Orients new athletic staff members to their positions
- Becomes acquainted with local and state laws which pertain to athletics
- Assists the Principal(s) in developing athletic department/program policies
- Assists Principal(s) in the interviewing, hiring and evaluating of all members of athletic department, the Athletic Director will provide annual written evaluation input to the Principal regarding the annual performance of all coaches
- Prepare eligibility lists as required by leagues and school policies
- Plans and conducts staff meetings. Will keep a record of agendas and minutes of all staff meetings
- Prepare announcements and bulletins for staff personnel
- Directs and supervises coaching activities
- Assist Principal(s) in preparing the budget for inter-scholastic athletic programs
- Approve all requisitions for department purchases before submitting to Principal(s)
- Authorize all department purchases
- Check all athletic bills
- Keep books for the athletic program
- Arrange for appropriate staff for all athletic contests
- Keep accurate accounts of all tickets sold
- Make financial reports for all athletic teams during each season to the Principal and Superintendent

- Order all equipment and supplies necessary for the inter-scholastic athletic program
- Provide a plan for issue and return of all athletic equipment.
- Plan for proper storing, cleaning, and maintenance of uniforms and all athletic equipment
- Plan a system of inventory of all athletic equipment
- Make recommendations to the administration regarding athletic activities
- Actively supervise athletic contests
- Meet with coaches to discuss matters relating to their sport
- Schedule all athletic contests
- Arrange transportation for all traveling teams and practices if necessary
- Arrange for adequate policing of athletic contests
- Contact, select, and assign all game officials not handled by the leagues
- Arrange for doctors and/or Emergency Medical Technicians (E.M.T.'s) at required athletic events
- Contact coaches and officials in the event of a postponement of games; rearrange the dates for replaying these games
- Insure, that all students participating in athletics have a proper physical examination, are covered by insurance and have turned in all required paperwork to participate
- Be responsible for carrying out of all rules, regulations and policies established by the MIAA Blue Book and the school district
- Prepare for the needs of visiting teams and officials
- Prepare news releases on athletic activities
- Release season's schedules to the newspapers and all appropriate staff
- Assist or direct coaches in field or gym preparation if needed
- Work with the local cable access channel in the televising of athletic events

2007-2008

WARE PUBLIC SCHOOLS  
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TITLE OF POSITION: Athletic Program Manager – Ware High School

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: Athletic Director/High School Principal

JOB MISSION: Health/Safety and student achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists booster program with concessions - keep track of financial information
- Assists in communicating the schedules for the year and faculty needs to the school administration
- Assists in the planning, coordination and presenting to coaches, parents and students the philosophy, goals and objectives of the athletic program at Ware High School
- Assists in overseeing travel arrangements for all athletic teams at Ware High School
- Maintains records and accounts of the Ware High School Athletic Department and provides periodic reports to the Athletic Director
- Assists in the management of the athletic ticket office
- Assists in the administration of all home athletic events
- Performs any related duties as assigned by the Athletic Director and/or the Ware High School Principal

Work Year: Full (12-Month) Year

2007-2008

WARE PUBLIC SCHOOLS  
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TITLE OF POSITION: Ware High School Head Coach

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: Reports to and serves under the direction of the Athletic Director of the Ware High School. Reports to and serves under the supervision of the Asst. Principal, Principal and the Superintendent of Schools.

JOB MISSION: Health/Safety and student achievement. To teach the student athletes the values of good citizenship, honesty, integrity, self-discipline, courage, loyalty, and sportsmanship. Coaches are required to carry themselves in a professional manner on and off the field.

TERMS OF EMPLOYMENT:

Coaches' appointments are one year in length. Coaches' contracts run from August 21 - June 30. All coaches must reapply annually for their given appointment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Head coaches must evaluate their assistant coaches immediately following the end of the season and submit a copy to the Athletic Director. (See attached form)
- Coaches are required to attend all pre/post season meetings.
- Assist the Athletic Director in scheduling contests for their upcoming season.
- Head coaches are responsible for issuing equipment at the beginning of the season and collecting equipment at the end of the season.
- Coaches will follow and respect all M.I.A.A. regulations.
- Any problems with coaches or student athletes will go through the Athletic Director first, then the building Principal.
- All head coaches are required to submit a master practice schedule to the Athletic Director prior to the season.

WARE PUBLIC SCHOOLS  
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**TITLE OF POSITION:** High School Assistant Coach

**QUALIFICATIONS:** Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

**REPORTS TO:** Reports to and serves under the Head Coach of his/her given sport. Reports to and serves under the general supervision of the Athletic Director, Asst. Principal and Principal.

**JOB MISSION:** To teach the student athletes the values of good citizenship, honesty, integrity, self-discipline, courage, loyalty, and sportsmanship. Coaches are required to carry themselves in a professional manner on and off the field.

**TERMS OF EMPLOYMENT:** Coaches' appointments are one year in length. Coaches' contracts run from August 21 - June 30 each year. All coaches must reapply in writing each year for their given position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist the Head Coach with the daily operations on and off the field
- Responsible for attending all J. V. and varsity games and scrimmages
- Report and file all injuries within 24 hours of the accident
- Attend all meetings set by the Head Coach
- Assistant Coaches are required to follow all the Head Coaches directions pertaining to their sport
- Responsible for all the equipment used by his/her team members

2007-2008