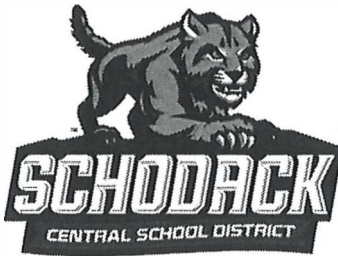


Jason Chevrier
Superintendent
518-732-2297



Shelley Palmer
President
Board of Education

ATHLETIC DIRECTOR JOB DESCRIPTION

- I. Spokesperson of the Athletic Department
 - A. Carry out the policies of the Board of Education governing interscholastic athletics.
 - 1. Review current policy and recommend changes and additions
 - B. Meet regularly with Jr/Sr High School principal to review needs/progress of interscholastic athletic program.
 - C. Represent the school at Patroon Conference, Section II meetings.
 - D. Serve on committee involved with interscholastic athletics.
 - E. Serve as liaison between coaches and district with Maple Hill Athletic Booster Club.
 - F. Consistently and regularly articulate the goals, values and tradition of the athletic portion of the educational program.

- II. Schedule and Competition
 - A. Transportation/Maintenance
 - 1. Schedule with head bus driver all transportation needs for athletic teams
 - 2. Communicate and plan with Facilities/Transportation supervisor for facility needs, maintenance and development
 - B. Prepare and distribute schedule of contests for all interscholastic teams.
 - C. Prepare with officiating supervisors schedule of game officials for all home contests.
 - D. Schedule and supervise athletic sign-up for all teams each sports season.
 - E. Schedule with school nurses/school physician all physicals.
 - F. Arrange for appropriate level of supervision at all home contests.

III. Supervision

- A. Recruit, recommend and orient coaches for all teams.
- B. Evaluate coaches (teachers and non-teachers) for each sport each season as outlined in Coaches Handbook.
- C. Update Coaches Handbook as required.
- D. Provide information regarding requirements/training for coaching certification/licenses, first aid/CPR for all coaches.
- E. Meet regularly with physical therapist/trainer.
- F. Meet regularly with nursing supervisor/school nurses.
- G. Supervise implementation of Selection/Classification policy.
- H. Inventory equipment for all sports.

IV. Community Outreach

- A. Involve parents and students in athletic program activities.
- B. Plan and conduct Chemical Health/Meet the Coaches Night programs for each season.
- C. Plan and host Athletic Awards Night program for each season.

V. Resources

- A. Prepare appropriate budget for all teams for each school year.
- B. Monitor team/department budgets throughout school year.
- C. Ensure equity in budgeting throughout athletic program.
- D. Inventory and catalogue athletic equipment yearly.

SCHODACK CENTRAL SCHOOL

ATHLETIC DIRECTOR RESPONSIBILITIES

- I. Spokesperson of the Athletic Department
 - A. Carry out the policies of the Board of Education governing interscholastic athletics.
 1. Review current policy and recommend changes and additions
 - B. Meet regularly with high school principal and middle school principal to review needs/progress of interscholastic athletic program.
 - C. Represent the school at Patroon Conference, Section II meetings.
 - D. Serve on committee involved with interscholastic athletics.
 - E. Serve as liaison between coaches and district with Maple Hill Athletic Booster Club.
 - F. Consistently and regularly articulate the goals, values and tradition of the athletic portion of the educational program.

- II. Schedule and Compensation
 - A. Transportation/Maintenance
 1. Schedule with head bus driver all transportation needs for athletic teams
 2. Communicate and plan with Facilities/Transportation supervisor for facility needs, maintenance and development
 - B. Prepare and distribute schedule of contests for all interscholastic teams.
 - C. Prepare with officiating supervisors schedule of game officials for all home contests.
 - D. Schedule and supervise athletic sign-up for all teams each sports season.
 - E. Schedule with school nurses/school physician all physicals.
 - F. Arrange for appropriate level of supervision at all home contests.

- III. Supervision
 - A. Recruit, recommend and orient coaches for all teams.

- B. Evaluate coaches (teachers and non-teachers) for each sport each season as outlined in Coaches Handbook.
- C. Update Coaches Handbook as required.
- D. Provide information regarding requirements/training for coaching certification/licenses, first aid/CPR for all coaches.
- E. Meet regularly with physical therapist/trainer.
- F. Meet regularly with nursing supervisor/school nurses.
- G. Supervise implementation of Selection/Classification policy.

IV. Community Outreach

- A. Involve parents and students in athletic program activities.
- B. Plan and conduct Chemical Health/Meet the Coaches Night programs for each season.
- C. Plan and host Athletic Awards Night program for each season.

V. Resources

- A. Prepare appropriate budget for all teams for each school year.
- B. Monitor team/department budgets throughout school year.
- C. Ensure equity in budgeting throughout athletic program.
- D. Inventory and catalogue athletic equipment yearly.