

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Athletic Director
Job Class Code: 7344, 2212, 5115
Pay Scale: per salary schedule

Reports to: Superintendent
Work Schedule: per salary table
Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Promote sports in the schools and community.
- Plan or assist in planning the athletic program.
- Organize, supervise or assist in organizing and supervising with practices.
- Teach or assist in teaching individual fundamental skills, team play, team strategy and rules and regulations of the game.
- Teach or assist in teaching sportsmanship and self-control.
- Check or assist in checking eligibility of participants, including insurance coverage and parent consent.
- Provide students a proper role model, emotional support, patience, a friendly attitude and general guidance.
- Conduct or assist in conducting learning experiences, with small groups of student athletes.
- Recommend or assist in recommending the purchase of equipment, supplies and uniforms as appropriate for the health, safety and welfare of student athletes.
- Perform related duties as assigned by the Superintendent.

MINIMUM QUALIFICATIONS

Education: Any combination equivalent to high school diploma or GED certificate, a minimum of 64 semester hours from an accredited college or university and one year of experience coaching in a school athletic program.

Certification/Licensure: Current certification in first aid and CPR.

Experience: N/A

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.