

Athletic Director Job Description and Duties

- I Athletic Budget
 - A Five Year Plan of uniform replacement
 - B Yearly update and replacement of worn and outdated materials
 - C Oversee the purchase of expendable materials such as: tape, ice packs, Gatorade, etc. as approved by administration
- II Athletic Scheduling
 - A Sports schedules and practice
 - 1 Coincide with other BFL schools
 - 2 Adhere to state guidelines
 - 3 Coincide with school policy
- III Officials
 - A Assignment for home games
 - B Public relations
 - C Stay current on fees and rules
- IV Gate Duty
 - A Assign staff to cover home games
- V Athletic Events
 - A Supervise home and away games when not directly involved with coaching, if no other administrator is available.
 - B Co-ordinate athletic events in conjunction with school activities calendar
 - C Assign clock and score keepers
- VI Meetings
 - A Attend BFL Athletic Director meetings
 - B All State All Conference meetings
 - C League and District meetings
 - D Schedule meetings
- VII Eligibility
 - A Check weekly lists and report same to participating schools
 - B Quarterly lists to CHSAA
 - C Oversee waivers and transfers
- VIII Athletic Facilities
 - A Oversee and evaluate sports facilities
 - 1 Improvement
 - 2 Maintenance
 - 3 Replacement
- IX Philosophy and Policy
 - A Encourage everyone involved in athletics to support and adhere to school philosophy and policy
 - B Insure that athletic policies are communicated to parents
 - C All authorized athletic forms are received and filed

ADOPTED: October, 1991

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