

# Newport News Public Schools

## Job Description

**Job Title:** Athletic Director  
**Job Classification:** Exempt

**Supervisor:** Assistant Principal III  
**Pay Rate:** Supplement

### **Job Summary**

Position is responsible for providing leadership and managing the athletic program at an assigned school. Position trains and mentors coaches assigned to the school and assists in their supervision. Position schedules and coordinates athletic events, practices, and related activities ensuring the effective utilization of staff and resources. Position also performs the duties of a classroom teacher, which includes instructing students and creating a safe and orderly learning environment.

### **Essential Duties**

1. Performs the duties of a classroom teacher, which includes instructing students and creating a safe and orderly learning environment.
2. Administers and implements the overall athletic program for the assigned school.
3. Assists in the supervision of coaches assigned to the school; and acts as a liaison between the school's administrative staff and the coaching staff.
4. Indoctrinates and mentors coaches to state, regional, and district regulations governing the athletic program.
5. Ensures compliance with the VHSL and NCAA Clearinghouse regulations regarding the academic eligibility of student-athletes.
6. Works with coaches, teachers, and the school's guidance department to ensure that athletics do not interfere with students' academic performance.
7. Schedules and coordinates athletic events and practices for the assigned school to include preparation of facilities, arrangement of transportation, and clean up.
8. Assumes responsibility for the employment and authorization of payments to temporary personnel (e.g., ticket sellers, gate persons, police, public address announcers, and game officials) utilized for athletic events for the assigned school.
9. Supervises and attends home athletic events of the assigned school and other athletic events as required.
10. Processes requests for the use of the school's athletic facilities by outside groups.
11. Arranges and coordinates special athletic events for the school to include award presentations, pep rallies, and athletic fund raising projects.
12. Promotes the school's athletic program by communicating with booster clubs, the media, etc.
13. Coordinates the scheduling of student physicals with medical personnel.
14. Represents the assigned school at district athletic meetings.
15. Assumes responsibility for the inspection and maintenance of the school's athletic equipment and facilities to ensure the safety of participants and spectators.
16. Maintains records on the school's athletic program including eligibility lists, insurance lists, equipment inventories, awards, rosters, etc.; and prepares related reports.
17. Models nondiscriminatory practices in all activities.

### **Other Duties**

1. Performs any other related duties as assigned by the Assistant Principal III or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess the minimum qualifications for becoming a teacher, which includes eligibility for a Virginia Teaching License. Must possess some experience as a coach at the secondary school or college level. Must possess a thorough knowledge of the regulations governing high school athletic programs. Must possess the ability to organize and manage a high school athletic program and supervise/train coaching staff. Must possess the ability to maintain accurate records and prepare related reports. Must possess excellent organizational, leadership, and communication skills. Must possess the ability to establish and maintain effective working relationships with students, parents, staff members, and the public.

**Working Conditions & Physical Requirements**

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud. Duties are normally performed in a school environment or outdoors. Duties may be performed away from school.

**Supervision Exercised:** Assigned Staff

**Supervision Received:** Assistant Principal III

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Athletic Director will be required to follow any other instructions and to perform any other related duties as assigned by the Assistant Principal III or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date