

Job Description: Athletic Director

1. Schedule all athletic contests and scholastic bowl matches, practice times and locations, for both the Elementary and Jr.-Sr. High.
2. Hire all officials and support personnel for home contests (scorekeepers, security personnel, mediators, etc.).
3. Issue contracts to officials and keep copies of these contracts on file.
4. Arrange, authorize, and present payment to officials and support personnel.
5. Ensure that all coaches follow the letter and spirit of the Coaching Manual.
6. Coordinate the award system, including but not limited to ordering materials and hosting banquets.
7. Chair the Athletic Committee.
8. Keep a file of student physicals and parental approval of the Athletic Code, notifying the necessary coaches and administrators of any deficiencies.
9. Coordinate weekly student eligibility, notifying coaches of ineligible players.
10. Supervises issuance and care of all athletic equipment:
 - a) maintains perpetual inventory of all equipment
 - b) sees that each coach keeps a record of their equipment, records to whom equipment is issued, marks the equipment properly, and repairs/cleans/replaces as needed
 - c) sees that equipment is properly stored/maintained in the off-season
11. Keeps track of each sport's won-loss record, letter winners, and individual record holders
12. Sees that fields, gyms, equipment, and clocks are ready for games.
13. Determines the ability to hold a contest with respect to weather.
14. Sees that athletic facilities are properly cleaned, maintained, and repaired.
15. Works with the Transportation Director to arrange transportation to away contests.
16. Records, tracks, and orders new uniforms on a rotational basis for teams as the need arises.
17. Coordinates the use of the gyms in both buildings for practices, games, plays, etc.
18. Works with Athletic Booster organization to provide additional materials for all teams.
19. Is evaluated by the Junior-Senior High Principal.

20. Work with the principal to help prepare all IHSA & IESA reports regarding eligibility, tournament entries, and transfer forms. Ensuring that all coaches attend IHSA/IESA rules meetings and comply with said rules. Especially, a weekly, written monitoring of the boys' basketball and girls' basketball teams at the high school with regard to quarter accumulation.
21. Coordinate the purchase of athletic equipment and supplies with the coaching staff.
22. Forward accident reports after consultation with the coach, athlete, or parent to the building principal.
23. Advise the administration of any athletic problems.
24. Advise and work with coaches to help strengthen coaching deficiencies.
25. Supervise and evaluate all coaches.
26. Responsible for supervision at 50% of all home basketball and volleyball contests.
27. Work with the unit office to coordinate concessions program.
28. Communicate with other district administrators to anticipate and plan for future concerns.
29. Informs the Board on a regular basis of happenings in the athletic department.
30. Any other duties that the principal feels are necessary to the success of Donovan's athletic department.