

FAIRFIELD PUBLIC SCHOOLS

Fairfield, Connecticut

- I. JOB TITLE: High School Athletic Director
- II. CERTIFICATION/QUALIFICATIONS: An Intermediate Administrator and Supervisor certificate (#092) and Coaching Permit (Interscholastic/Intramural Coach #600). Experience in teaching, athletic administration and coaching.
- III. WORK YEAR: 12 months (225 days)
- IV. REPORTS TO: Headmaster
- V. JOB GOALS: The Athletic Director is directly accountable to the Headmaster of the High School for carrying out his/her responsibilities. The provision of support of the athletic program is a primary concern of the Athletic Director. The establishment of effective relationships with the individual members of the staff as well as with other role groups is integral to the successful implementation of the responsibilities.
- VI. MAJOR RESPONSIBILITIES:
 - A. Coordinating the athletic program for the high school which encompasses a comprehensive program including interscholastic teams, paid coaches, plus volunteers.
 - B. Evaluating all coaches.
 - C. Hiring coaches, along with the High School Headmaster
 - D. Assuring that all athletic programs, athletes and coaches are in full compliance with all school, Board of Education, CIAC and State of Connecticut regulations and procedures governing athletics.
 - E. Working with booster clubs.
 - F. Being in attendance at all evening athletic events.
 - G. Accessibility for coaches and teams during after-school activities, including weekends.
 - H. Articulating program goals and objectives to the public.
 - I. Serving as the spokesperson on athletics for the school district.
 - J. Designing and implementing staff development programs for coaches.
 - K. Gaining parental and community support for the athletic program.
 - L. Supervision of training room, strength and fitness center.

BK

2/18/86

Revised 3/31/04

Revised 2/11/2014