

RANGELEY LAKES REGIONAL SCHOOL

TITLE: Athletic Director
REPORTS TO: Principal

JOB GOAL: To oversee the extra-curricular programs for Rangeley Lakes Regional School.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Schedules all athletic contests and practices.
- Performs eligibility checks for student athletes
- Ensures that policies in the Interscholastic Handbook and Student Handbook are being followed
- Prepares and publishes sport schedules and posts them to the school's website and voice information system.
- Provides for officials.
- Prepares and updates transportation schedules for extra-curricular activities.
- Interviews candidates and recommends employment to the Superintendent.
- Maintains the Student Activities accounts and follows standard accounting practices.
- Maintains appropriate records on extra-curricular participants.
- Completes all paperwork and reports in a timely fashion.
- Evaluates all coaches on an annual basis and recommends re-employment, if appropriate.
- Works with volunteers and Boosters organizations.
- Prepares the annual co-curricular budget and recommends same to the Superintendent.
- Oversees the budget and advises administrators as to its status on a monthly basis.
- Maintains an inventory of uniform and equipment.
- Inspects fields and equipment
- Represents RLRS at league and state meetings.
- Maintains an historical record of inter-scholastic activities to include win/lost records.
- Maintains an historical record of individual school records.
- Works with the Director of Transportation to ensure continuity of both departments.
- Ensures parity between male and female athletics and other activities re budget, equipment, practices and game schedules, awarding of letters and other methods of recognition.
- Works with the school nurse and other medical personnel as appropriate re student health issues and needs.
- Promotes the Maine Principal Associations "Good Sportsman" Program at both home and away events
- Adheres to the principles delineated in the Sports Done Right Program
- Attends East/West Conference meetings
- Performs other duties as assigned.

QUALIFICATION REQUIREMENT:

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- BS/BA
- A minimum of five years coaching experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in a specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk, stand, and travel from building to other sites.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

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.

While performing the duties of this job, the employee works inside and outside in various field sites. The noise level in the work environment is varying from quiet to moderately noisy.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Adopted: 1.19.2006

Reviewed: 4.2.2023