

HIGH SCHOOL ASSOCIATE PRINCIPAL/ATHLETIC DIRECTOR

- QUALIFICATIONS:**
1. Ability to meet certification requirements for the position from the State DPI
 2. Masters Degree or equivalent
 3. Demonstrated ability to exercise the responsibilities allocated to the High School
 4. A minimum of 5 years previous teaching experience at the secondary level
 5. Some background in coaching experience
 6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: High School Principal

SUPERVISES: All coaches 9-12 and written evaluations for such teachers as assigned by the High School Principal

JOB GOAL: To use leadership, supervisory, and administrative skills so as to facilitate the growth and development of pupil personnel in the area of discipline and athletics.

PERFORMANCE RESPONSIBILITIES:

1. Assists the principal in the overall administration of the school;
2. Serves as principal in the absence of the regular principal;
3. Supervises the reporting and monitoring of student attendance, and works with the attendance secretary for investigative follow-up actions;
4. Assists in maintaining discipline throughout the student body, and deals with cases as necessary;
5. Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives;
6. Performs such record keeping functions as the principal may direct;
7. Organizes and administers the overall program of extra-curricular athletics for the High School;
8. Provides leadership in the selection, assignment, and evaluation of athletic coaches and staff members in the High School;
9. Fosters good school/community relations by keeping the community aware of and responsive to the athletic program;
10. Assumes responsibility for the organization and scheduling of all interscholastic athletic events in the High School;

11. Hires officials and arranges for medical technicians and police officers as required and assumes general responsibility for the proper supervision of home High School games;
12. Arranges transportation for athletic contest participants;
13. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities;
14. Supervises the physical and academic requirements of eligibility for participation in each sport, and verifies each athlete's eligibility at the High School;
15. Prepares and administers the athletic program budget at the High School;
16. Requisitions program supplies and equipment;
17. Arranges field and gym practice schedules;
18. Keeps records of the results of all High School athletic contests, and maintains a record file of all award winners, stating the date and type of award, including athletic scholarships;
19. Supervises the use of the Hendrickson Center as it applies to scheduling;
20. Performs such other tasks and assumes such other responsibilities as the principal may assign.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Staff.