



## Job Description

**Job Title:** Athletic Director  
**Reports to:** MS/HS Principal  
**Department:** Athletics

**Position Type:** Full-Time Exempt

### Position Overview:

The athletic director is responsible for the oversight of all athletic activities for the school. This position, while reporting to the MS/HS Principal, is responsible for collaborating with the BHA Leadership Team regarding student academics, logistics and discipline, where relevant, to ensure all BHA values and standards regarding academic achievement, discipline and facility usage and logistics are adhered to.

### Responsibilities and Duties:

Athletic directors' duties vary and may include the following:

- Oversee all aspects of an athletic program, including hiring coaches, scheduling, budget preparation, promotion, compliance, and facility management
- Providing guidance and direction for a school's sports program
- Preparing budgets and allocating spending on items such as coaches' salaries, team travel, equipment purchases, and facility upkeep
- Coordinating with coaches about the scheduling of games and practices
- Determining the time allocated for a field, court, or weight room
- Coordinating officials at games and budgeting for their pay
- Mediating any disputes between athletes and coaches or between coaches
- Coordinating and promoting athletic events, such as games and fundraisers.
- Assessing and monitoring current and prospective coaches.
- Tracking and reporting on team progress through analyzing past performances, recent successes, and areas for improvement. Filing reports on the status of each team and its successes and shortcomings .
- Maintaining an awareness of industry events and changes, such as regulation changes.
- Inspecting facilities and equipment for cleanliness, safety, and upkeep.

### Skills & Competencies:

Certain skills are important for an athletic director, in areas such as:

- Leadership: Overseeing the strategic plan for the athletic department and providing motivation and direction
- Management: Effectively handling and delegating tasks to other team members
- Organization: Staying current on the various rules and regulations, schedules, budget figures, and information on personnel
- Interpersonal communication: Manage relationships with coaches, school personnel, and the public.
- A Bachelor's or master's degree in sports management, physical education, or related field.
- Experience in coaching, teaching, or administration.
- Understanding fundraising and promotional events.

- Experience with developing and managing a budget.
- Ability to handle scrutiny from parents and the public.

**Work Schedule:**

Athletic directors primarily work full-time jobs, but hours often include night and weekend games.