

**JOB DESCRIPTION  
ADMINISTRATIVE REGULATION GCA-RAD**

**1:0 DIRECTOR OF ATHLETICS**

**2:0 LINE AND STAFF RELATIONSHIP**

- 2:1 The Director of Athletics reports to the high school principal and has a reporting line of authority within the Office of the Superintendent of Schools to continually promote and increase student membership in co-curricular activities.
- 2:2 The Director of Athletics shall be under the direct supervision of the high school principal in areas of high school athletics.
- 2:3 The Director of Athletics shall be the primary administrator responsible to the Superintendent of Schools for the preparation and administration of the Athletic Department Budget (state code 3510).
- 2:4 The Director of Athletics serves as the liaison between the High School Athletic Program and Middle School and Summer Enrichment programs in order to promote and increase student membership in co-curricular activities.

**3:0 FUNCTIONS AND DUTIES-THE DIRECTOR OF ATHLETICS PROVIDES STUDENTS AN OPPORTUNITY TO PARTICIPATE IN A CO-CURRICULAR ATHLETIC PROGRAM THAT FOSTERS PHYSICAL SKILLS, TEAMWORK, A SENSE OF WORTH AND COMPETENCE, A KNOWLEDGE AND APPRECIATION FOR HEALTHY COMPETITION, AND THE PRINCIPALS OF FAIR PLAY AND SPORTSMANSHIP TO PROMOTE AND INCREASE STUDENT MEMBERSHIP.**

**3:1 FUNCTIONS AND DUTIES**

- 3:1.1 Implements appropriate rules and regulations governing the conduct of athletic activities in accordance with the rules of the MIAA.
- 3:1.2 Develops additional supplemental rules as needed or warranted.
- 3:1.3 Plans and supervises appropriate recognition programs for school athletes.
- 3:1.4 Works with the Guidance Department, coaches, teachers, and administration in aiding athletes in college placement opportunities and in scholarship procurement.
- 3:1.5 Informs the high school principal when violations of training rules and other violations occur.
- 3:1.6 Routinely checks for eligibility compliance.

3:2 ATHLETIC CONTESTS

- 3:2.1 Plans, organizes and administers the overall program of interscholastic athletics at the high school so as to promote equity of opportunity and maximum student participation in conformity with Title IX and Chapter 622.
- 3:2.2 Administers the athletic program in conformity with the district's policy of Non-discrimination, and MIAA policies, rules, and procedures.
- 3:2.3 Hires officials, medical care providers, and police as required; and assumes general responsibility for the proper supervision of home games.
- 3:2.4 Attends all leagues activities and conferences as deemed necessary by the high school principal.
- 3:2.5 Arranges transportation for athletic contest participants.
- 3:2.6 Supervises, all ticket sales and fund-raising events associated with the athletic program; and assumes responsibility for proper handling of funds.
- 3:2.7 Keeps records of the results of all athletic contests, and maintains a file of all award winners, stating the date and type of award including athletic scholarships.
- 3:2.8 Calls the radio stations, newspapers, opponents, and officials, if needed for postponing games.

3:3 BUDGET

- 3:3.1 The athletic director prepares and administers under the procedures established by the Director of Business Administration, the annual high school athletic program budget (state code 3510).
- 3:3.2 The athletic director prepares and administers the revenues and expenses of the Athletic Revolving Account, pursuant to state law (MGL 71:47).

3:4 EVALUATION/SUPERVISION OF COACHES

- 3:4.1 Follows district procedures for interviews of candidates for all coaching positions.
- 3:4.2 Provides recommendations to the high school principal in the selection, assignment, or non-retention of athletic coaches and personnel.
- 3:4.3 Supervises and evaluates high school athletic personnel on a regular basis in accordance with established performance responsibilities and accepted evaluation procedures.

3:4.4 Submits completed coaching evaluations per season to the Superintendent of Schools and principal of Fairhaven High School.

3:4.5 Supervises the orientation of new coaches into the system.

3:5 **FACILITIES AND EQUIPMENT**

3:5.1 Reviews coaches' inventories then submits purchase orders for athletic supplies and equipment according to established or required procedures.

3:5.2 Ensures that all fields and/or gym facilities are ready for use during interscholastic competition.

3:5.3 Coordinates with maintenance staff the timely delivery/set up of necessary equipment for athletic events.

3:5.4 Supervises locker and weight rooms, through staff assignment and the outlining of appropriate procedures.

3:5.5 Issues athletic equipment and holds coaches accountable for same.

3:5.6 Schedules and coordinates playing fields and courts for all school athletic practices and events.

3:6 **HEALTH**

3:6.1 Ensures that all athletes are examined as required by MIAA rules prior to athletic participation.

3:6.2 Coordinates athletic trainer services.

3:6.3 Monitors methods of preventing, caring for, and reporting injuries. Injuries will be reported for purposes of insurance in accordance with school system procedures.

3:7 **PUBLIC RELATIONS**

3:7.1 Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.

3:7.2 Encourages support for the athletic teams and promotes school spirit among non-participants.

3:7.3 Supports sports booster groups.

3:7.4 Maintains policies for the awarding of varsity letters, trophies, and other school sponsored awards.

3:7.5 Serves as chair of the Fairhaven High School Hall of Fame Committee.

3:7.6 Represents the Fairhaven Public Schools at MIAA and South Coast Conference meetings as deemed necessary by the high school principal.

#### **4:0 QUALIFICATIONS**

- 4:1 Professional certification and three years teaching experience required.
- 4:2 Five years (or equivalent) of coaching experience at the secondary level.
- 4:3 Ability to oversee, administer, direct all aspects of the athletic programs at Fairhaven High School and all related responsibilities and duties associated with working with town department heads, school administrators, parents, students, coaches, and the community.
- 4:4 Advanced degree preferred; supervisory certificate preferred and/or to be secured.

#### **5:0 CONDITIONS AND TERMS OF EMPLOYMENT**

- 5:1 Regular teacher work year (182 to 185 days as per School Committee decision) plus four (4) additional days, up to six (6) hours per day or the equivalent, to be assigned by the high school principal.
- 5:2 The Director of Athletics or his/her designee is required to perform duties on non-school days (e.g. weekends, vacation periods, evenings) when sports events are scheduled.
- 5:3 The Director of Athletics will assume a 60% teaching responsibility (a minimum of three (3) classes), the remaining 40% to be allocated to daily Director of Athletics duties.
- 5:4 The Athletic Director's position is appointed in accordance with Section 11:3.1 of the Agreement between the Fairhaven Educators' Association Unit A and the Fairhaven School Committee.
- 5:5 Salary and benefits established by Agreement between the School Committee and the Fairhaven Educators' Association.

#### **6:0 EVALUATION**

- 6:1 Performance of the Director of Athletics will be evaluated in accordance with an instrument determined by the Superintendent or his/her designee.

**Adopted:** January 1962

Revised: May 5, 2006  
August 26, 2009