

**Thomas Jefferson Middle School**  
**Athletic Director**  
**Job Description**

Qualifications: Valid (state) teacher certification desired

Reports to: Thomas Jefferson Middle School Principal

Payments: Teachers stipend determined by the VTA Master Contract

Duties and Responsibilities: Include, but not limited to other duties and responsibilities as the Principal may direct.

**GENERAL RESPONSIBILITIES**

1. Responsible for administrating all interscholastic policies and procedures of VCS and while working within the confines of the Rule and By-Laws of the IHSAA and the Lake Porter Middle School Conference.
2. The Athletic Director is to have the oversight of the athletic programs for all middle school sports including supervision of all personnel in developing and maintaining a viable athletic program (Interscholastic and Intramural) at the middle school.
3. This position supervises coaches, parent volunteers, and the Intramural Director.
4. Performance will be evaluated by the Principal based on this job description.
5. Encourages communication and cooperation among middle school coaches, and in doing so, fosters an overall atmosphere of sportsmanship, positive attitudes, and wholesome standards.
6. Follows VCS School Board Policy to the extent necessary for the school and coaches.
7. Works in coordination with HS head coaches and Athletic Director.
8. Continues to develop and foster a "Student First Vision" for the athletic program.
9. Checks with the head coaches in each sport:
  - a. monitors the cleaning of athletic equipment
  - b. monitors the repairing of athletic equipment
  - c. monitors the storage of athletic equipment
  - d. maintains inventory of athletic equipment
  - e. coordinates the purchasing of athletic equipment as needed
10. Coordinates with the custodians the repair and maintenance of athletic fields, tracks, gymnasiums, and physical education areas, with safety as top priority.
11. Represents VCS at Lake Porter Conference meetings.
12. Ensures that the rules pertaining to training and conduct are fairly and consistently followed.
13. Serves as a resource to coaches in athletic matters.
14. Resolves conflicts that may develop within the ranks of the Department of Athletics.
15. Responsible for preparing contest sites.
16. Supervises and assists in providing game management and supervision at all home contests.

**SUPERVISION**

1. Encourages and instructs athletes, students, and fans in good sportsmanship.

2. Advises and ensures that all middle school coaches will conform within the VCS School Board Policy, Lake Porter Conference rules, and regulations with state and federal laws.
3. Responsible for game management at home interscholastic contests.
4. Manages athletic facilities and controls the use of the facilities after school hours.
5. Supervises the physical equipment and facilities of all sporting venues for maintenance, repair, safety, and cleanliness on a daily basis. Works closely with custodial and maintenance staff to accomplish this task.

## PLANNING

1. Plans middle school athletic events for the entire year in relation to the VCS Annual Calendar.
2. Participates with other Lake Porter conference athletic directors in planning, coordinating, and implementing league games, events, and activities.
3. Works with the head coaches to develop:
  - a. interscholastic contest schedules
  - b. practice schedules
  - c. off season workouts
  - d. documentations and publications
  - e. guidelines for cuts
4. Maintains and updates officials in Eventlink.
5. Monitors home athletic contests and/or arranges for proper supervision.
6. Coordinates with administration the cancellation or postponement of contracted contests and/or practices because of non-playing conditions.
7. Coordinates the use of all athletic facilities for middle school events and outside groups.
8. Ensures all athletic facilities are safe and secure for the participants and spectators.
9. Advises and coordinates with the secretary, coaches, intramural director, ticket manager, concession manager, and athletic supervisors.
10. Works in coordination with the transportation director to plan middle school athletic travel.
11. Schedules the team picture for Fall, Winter and Spring.
12. Develops and maintains a weekly, monthly, and yearly calendar with practices, games, and other athletic events.
13. Informs all personnel related to all athletic events that are postponed, cancelled, or rescheduled in a timely way.
14. Develops a Middle School Coaches Manual.
15. Prepares and facilitates the first coaches meeting in the August before school starts.

## STAFFING

1. Consults with administration to make recommendations for coaching positions.
2. Provides orientation, direction, and training of middle school coaches.
3. Ensures that all coaches, including volunteers, have completed all VCS School Board Policy Forms.
4. Ensures that all coaches, including volunteers, have completed all coaching classes required by the IHSAA.
5. Organizes concession workers for events.

6. Works with all coaches at the middle school level and makes recommendations to the Principal as needed. This also includes all volunteers in all areas of our athletic department programs.
7. Coordinates with the administration and coaches to provide the supervision of contest employees, custodians, ticket takers, concession workers, and volunteers who work athletic events.
8. Arranges for personnel to supervise contests as needed.
9. Acts as a servant leader to help the coaches succeed in their programs.

#### ADMINISTRATION

1. Advises head coaches and works with school secretaries:
  - a. in compiling, verifying, and maintaining the following forms: eligibility report, physical, record, parent consent form, emergency medical form, disclaimer form, media release form, athletic code pledge, concussion and sudden cardiac arrest form, social media policy form, and all other new required forms for VCS.
2. Oversees all sports awards needed through the recommendation from each coach.
3. Oversees the responsibilities of making sure the operation and organization of the scores table has been done for all home athletic events.
4. Maintains a file on all athletic suspensions and expulsions from teams in regards to giving each athlete "Due Process."
5. Reports all violations of the coaches' handbook to the Principal.
6. Plans and provides all officials for all middle school athletic events.
7. Works with the head coach of each sport on the management of all athletic gear, schedules, practices, and competition facilities and locations; maintains athletic equipment and recommends purchases and replacements.
8. Constantly evaluates the athletic program, always seeking ways of improving interscholastic athletics.
9. Works with administration for assignment of keys to athletic facilities, maintains records to promote safety and security.
10. Verifies that coaches have determined the scholastic eligibility of all candidates for athletic teams on a nine (9) weeks grading period/semester basis and for certifying their eligibility on the proper state forms.
11. Verifies that the secretary has printed schedules, rosters, etc. as needed.
12. Verifies that the Ticket Manager has tickets for all home events.
13. Provides new coach orientation meetings as needed.
14. Provides a mentor for all new coaches.

#### BUSINESS AND FINANCIAL

1. Supervises all athletic funds, prepares and administers a detailed operating budget for the athletic program to the Principal:
  - a. orders all equipment
  - b. maintains a current inventory of all athletic equipment
2. Monitors and receives equipment quotes from coaches:

- a. evaluates such requests
- b. approves appropriate orders
- c. oversees the payment of orders
3. Responsible to the Principal for the improvement and maintenance of VCS athletic facilities.
4. Works with the Chairperson of the Physical Education Department by having a seasonal meeting about major facility needs. (September, February and May).
5. Responsible for the financial accounting, budgeting and purchasing of equipment, services and supplies for the athletic department.
6. Sets up concession schedule and works with each concession manager.
7. Coordinates with administration to provide supervision for the sale of tickets and receipts.

#### PUBLIC RELATIONS

1. Serves as the spokesman and promoter of athletics at the middle school.
2. Assumes the responsibility of working with the head coaches in planning parent meetings.
3. Coordinates and assists visiting teams and officials and arranges for needed services.
4. Communicates with External Clubs and Organizations about facility usage after school.
5. Oversees the responsibility for displays of pictures and trophies.
6. Organizes and maintains the middle school Athletic Hall of Fame and website.