



PO Box 185 ~ 511 Broadway
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Title: Junior High Athletic Director
Pay Grade: \$2,000.00
Supervisor: High School Athletic Director

Job Summary:

To provide leadership and coordination among the various teams and extracurricular groups to facilitate programs that provide young people with a variety of programs for personal recreation, knowledge of such activities, physical training, and development of values including a sense of fair play.

Essential Duties and Responsibilities:

Managing Extracurricular Events

1. Oversee all extracurricular events and activities or, if unable to attend an event, find a substitute to oversee the activity
2. Prepare and distribute an activity and special events calendar for junior high
3. Prepare programs for all appropriate junior high extracurricular events
4. Arrange with the high school athletic director for the cancellation or postponement of home events due to adverse weather conditions
5. Arrange field and gym practice schedules, and schedule junior high athletic events
6. Assume responsibility for providing officials, ticket takers, and other personnel necessary for all home games and other extracurricular activities
7. Arrange all details of visiting teams' and officials' needs, including gymnasium services, security, and field assistance, as appropriate
8. Prepare facilities for junior high athletic events such as setting up score tables, bleachers, ticket taker tables, and locker rooms
9. Oversee facility clean-up such as in the junior high school gym, locker rooms, and outdoor fields and facilities
10. Arrange transportation for all extracurricular events, and communicate with the transportation supervisor regarding busing needs for off-campus events
11. Schedule all departure times for junior high athletic events after meeting with high school athletic director
12. Be responsible for compliance with Board-adopted emergency medical procedures for all practice sessions and competitive events

Supervisory Duties

1. Work as a liaison between the administration and the extracurricular activities staff

2. Supervise coaches, observing them sufficiently to make recommendations to the high school athletic director regarding coaching assignments
3. Develop and implement appropriate rules governing the conduct of athletic activities
4. Interpret Board policy to the extent necessary to provide guidance the athletic program
5. Resolve any conflicts within the junior high athletic department or among extracurricular activities
6. Provide formal written evaluation of all coaching positions in collaboration with high school athletic director

Records & Finances

1. Monitor each student’s eligibility to participate in athletic activities according to administrative rules, and Board policy
2. Establish physical and academic requirements for eligibility to participate in each sport, and verify each student’s eligibility
3. Obtain written parent permission for students to participate as required
4. Ensure each sport has an up to date team roster and that it is sent to all participating schools
5. Supervise all ticket sales and fundraising events of the extracurricular program
6. Request all cash boxes needed for event gates and concessions, and secure cash boxes after events according to school procedures
7. Maintain records of athletic contests and a record of all award winners, stating the date and type of award, including athletic scholarships

Other

1. Assume responsibility for public relations with the community including newspaper and radio coverage of athletic events
2. Represent the school in all conference meetings
3. Supervise the care, maintenance, and storage of all athletic equipment and supplies Coordinate with coaches and high school athletic director to determine uniform and equipment needs, ordering when necessary
4. Require coaches to check in uniforms and equipment at the end of each sport season, keeping an accurate inventory
5. Constantly evaluate the junior high extracurricular program and seek ways to improve it
6. Keep the high school athletic director informed of activities and any issues that may arise
7. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education
8. Seek assistance should emergencies arise
9. Represent the school district in a positive manner
10. Know and follow school district policy and chain of command
11. Perform other duties as assigned

Qualifications:

1. Idaho Teaching Certification recommended
2. Minimum experience in organizing and administering an athletic program as determined by the Board
3. Strong background in coaching and athletic rules
4. Works well with students, staff, and the public
5. Excellent organizational skills

- 6. Excellent interpersonal and communication skills
- 7. Models fair play and respect
- 8. Able to maintain a positive environment and high standards of conduct for athletes
- 9. Treats all athletes fairly and equally
- 10. Able to work under pressures and deadlines
- 11. Maintain confidentiality of staff and students

Evaluation:

Performance of this position will be evaluated periodically by the high school athletic director in conformance with district policy and IDAPA 08.02.02.120.

Terms of Employment:

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

Reviewed by _____ Date _____

My signature acknowledges that I have read and understand this job description, can fulfill the essential job functions as listed, and have been provided a copy.

Supervisor _____ Date _____