

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** Athletic Director

**Terms of Employment:** 12 month contract; 240 days

**FLSA Status:** Exempt

**Reports To:** Principal

**Brief Description of Position:**

The Athletic Director is responsible for directing the high school, junior high, and/or intermediate school athletic department consistent with district, league and state policies and administrative procedures and to implement within the district an effective and comprehensive co-curricular program for students.

**Required Qualifications:**

- Master's degree
- Valid Missouri Teaching certification: Grades 9-12
- Three to five years teaching, coaching or athletics administration
- Knowledge of state, conference and local rules, regulations and guidelines.
- Demonstrated ability in establishing and maintaining good public relations with community organizations, civic and professional organizations.

**Preferred Qualifications:**

- Administration or Athletic Director Certification

**Essential Duties and Responsibilities:**

- Assists in selection, employment, assignment and supervision of coaching personnel.
- Assists in selection, employment, assignment and supervision of building custodial personnel.
- Coordinates all scheduled events in all sports, takes all actions necessary for the proper administration of these events and maintains a master schedule of such events.
- Accounts for all monies handled in Athletic Program in accordance with prescribed local and state procedures, including approving all expenditures from the Athletic Account and Athletic Activity Funds.
- Serves as the district administrator responsible for directing MSHAA state athletic activities.
- Supervises, in cooperation with principals, the activities of all personnel and events within the district athletic program.
- Supervises and schedules all activities and personnel associated with Cape Central Stadium.
- Promotes continuous evaluation and development of assigned program(s) and makes recommendations to the high school principal and Superintendent.

- Identifies opportunities for professional growth of staff with respect to clinics, workshops, conferences, conventions, professional organizations and appropriate in-service education programs.
- Cooperates with Public Relations in the dissemination of information to the public regarding athletic programs.
- Assists in establishing and maintaining good relations with civic, professional, service, parent organizations and the community in general; and by having an active interest and involvement in community activities.
- Coordinates, reviews and approves in-district and out-of-district transportation for athletic teams including arranging for meals and lodging when necessary for athletic team travel outside of Cape Girardeau.
- Coordinates activity ticket programs at the high school.
- Submits an annual budget.
- Participates in planning of new facilities.
- Serves as chairperson of the Athletic Advisory Council.
- Supervises sports days, demonstrations, exhibitions and other performances.
- Oversees maintenance of school facilities in cooperation with the Maintenance Department.
- Maintains eligibility lists, records for student athletic physicals, records of contests and reports of accidents.
- Evaluates facilities, equipment and supplies including inspection for safety hazards and cleanliness. Provides plans for their repair or replacement.
- Performs other duties as assigned.

**Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Exposure to body fluids, communicable diseases.
- Travel between locations will cause exposure to hazardous driving and walking conditions.
- Requires constant hand-eye/mind-eye coordination, hearing, speaking, walking, writing, and driving. Frequent repetitive motion with wrists, hands, and fingers.
- Occasionally subjected to cold temperatures, extreme noise, vibrations, dust and poor ventilation.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Coordinator

Revised: November 5, 2018