

DEPARTMENT OF EDUCATION  
STATE OF HAWAII

SCHOOL ATHLETIC DIRECTOR I, II\*, III\*, IV\*

**DUTIES SUMMARY:**

Under the general supervision of the Principal, the incumbent: Plans, coordinates, organizes and administers the school's over-all athletics program, both intramural-extramural and interscholastic and fulfills educational expectations for male and female athletes by providing a variety of individual and team sports, including adapted sports activities.

**DISTINGUISHING CHARACTERISTICS:**

This class differs from the Vice Principal in that the School Athletic Director has immediate responsibility for the administration and management of an athletics program in a public school; whereas the Vice Principal assists the Principal in the total operation, administration and management of a public school.

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A position in this class performs under the general supervision of the Principal and may be afforded latitude and discretion in the operation, administration, and management of the athletics program in a public school within prescribed departmental policies and objectives. As positions in this class are responsible for the school's athletic program, they will supervise Assistant Athletic Directors, Intramural Coordinators, coaches, and other athletic program staff.

The School Athletic Director classes are distinguished from one another as determined by three factors: 1) years of experience as a School Athletic Director, 2) number of teams, and 3) national certification.

<u>Class code</u>	<u>Class Title</u>	<u>Salary Range</u>
56831	Sch Athletic Dir I	EO-02
56832	Sch Athletic Dir II	EO-03
56833	Sch Athletic Dir III	EO-04
56834	Sch Athletic Dir IV	EO-05

**EXAMPLES OF DUTIES:**

1. Develops and administers the school athletic budget and operational expenditure plan with the assistance from school support personnel in accordance with departmental rules and regulations, and with input from coaches. Maintains complete and accurate financial records.
2. Maintains a current inventory of supplies and equipment.
3. Assists in the development of rules and regulations and physical and academic eligibility requirements for the school athletic program.
4. Ensures that the school athletic program complies with Title IX, Section 504 of the Rehabilitation Act of 1973, other applicable federal and state laws and regulations, and Department of Education policies and regulations.
5. Encourages and promotes high standards of conduct, sportsmanship, and scholastic achievement for students participating in athletic program activities.

6. Assists in the implementation of policies, programs, and activities designed to curb and control student violence and vandalism in the schools.
7. Prepares eligibility and participation lists of students for all sports and submits to the Principal; monitors student scholastic and conduct eligibility throughout the year and revises lists as appropriate.
8. Organizes, conducts and supervises all athletic awards programs.
9. Orients all coaches regarding their role and responsibilities to students, the school staff, parents, and community. Provides or coordinates training workshops for coaches in their respective sports.
10. Refrains from coaching and advising interscholastic and intercollegiate activities, whether on an informal or formal basis. (Exception: Emergency or unusual situations occurring in the Athletic Director's own school.)
11. Plans, coordinates, and supervises the execution of arrangements for interscholastic and intramural scheduled games and matches in all sports, including pre-season and interschool practice contests.
12. Administers and implements the development of the intramural program.
13. Assists with the high school counseling program in seeking athletic scholarships and in planning post-high school experiences for student athletes.
14. Plans, arranges, and supervises all trips by athletic teams, accompanying all teams on trips, including those to the neighbor islands and out-of-state, unless assigned to a designee.
15. Maintains a current report-filing system on athletic department matters such as financial records, league rules, student rosters, athletic awards, accident/injury reports, and other related documentation.
16. Supervises, in the absence of an Athletic Trainer, the re-entry of injured athletes who have been given permission by a medical doctor to return to athletic competition.
17. Maintains and distributes a current school athletic policy handbook and sports rules to all coaches.
18. Arranges transportation needs of all athletic teams and ensures that certified drivers are used.
19. Ensures that all athletes have parental consent, physical examinations, and insurance coverage before they practice or participate in any preseason or league contest.
20. Fosters a program designed to support athletic teams and school spirit.
21. Supervises, or assigns to a designee the supervision of all athletic ticket sales and fund-raising events for athletics.
22. Selects and assigns athletic coaches and staff members, with the approval of the Principal, and conducts evaluations.

23. Promotes and fosters good school-community relations by keeping the community aware of and responsive to the athletic program by preparing news/information releases to the news media and meeting with various interest groups.
24. Coordinates the provision of game support services, such as officials, team physicians, and police officers; assumes general responsibility for the proper supervision of home games and serves as tournament director when conducting state tournaments.
25. Coordinates with the School Food Service Manager any requests for pre-game or post-game meals or for summer training tables.
26. Coordinates the provision of appropriate school support services for visiting teams.
27. Coordinates with the Principal, decisions concerning booster groups, parents, and community volunteers who are involved in athletic functions in the school.
28. Supervises and coordinates with appropriate personnel the use of facilities to ensure the proper maintenance and preparation for athletic and instructional purposes.
29. Schedules and directs the use of athletic facilities, fields and equipment and coordinates such scheduling with appropriate school officials.
30. Performs other related duties as required or assigned by the principal.

**MINIMUM QUALIFICATION REQUIREMENTS (MQRs):**

**Education:** Graduation from an accredited college or university with a bachelor's degree, preferably in education with coursework in sports/athletic administration or physical education.

**Specialized Experience and Team Count:**

Position Title	Specialized Experience	Number of Teams
Sch Athletic Dir I	Five (5) years as an Assistant Athletic Director, high school head varsity coach or high school administrator	None
*Sch Athletic Dir II	Two (2) years as a Sch Athletic Dir I	Twenty-nine (29) teams or less
*Sch Athletic Dir III	Two (2) years as a Sch Athletic Dir I	Thirty (30) to forty-nine (49) teams
*Sch Athletic Dir IV	Two (2) years as a Sch Athletic Dir I	Fifty (50) teams or more

**Certification:**

A certificate from the National Interscholastic Athletic Administrators Association is required for the School Athletic Director II and above.

**Knowledge of:** Philosophy of athletic administration; code of ethics and sportsmanship; principles of budgeting, crowd management, fundraising, health and safety, sports medicine, record keeping, school-community relations, and public relations with Booster clubs and other organizations; rules and regulations of the appropriate interscholastic league, the Hawaii High School Athletic Association (HHSAA) and the National Federation of High School Associations (NFHSA); pertinent federal and state laws, rules and regulations; Department of Education policies and administrative procedures.

**Ability to:** Plan, organize, direct and coordinate a school athletic program; prepare the school athletic budget and expenditure plan; deal tactfully and work effectively with a variety of individuals and groups; communicate clearly and effectively, both orally and in writing; operate computers and other business machines.

**\* CONTINGENT TEMPORARY CLASSIFICATION:**

In the event there are no applicants who meet the experience and/or certification requirements described for the higher level School Athletic Director classification, the position will be temporarily reclassified to School Athletic Director I.