# QUALIFICATIONS:

1. High School Diploma or equivalent. Bachelor’s or Master’s degree preferred.
2. Preference for candidate to have athletic administrative and / or coaching experience
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Principal / Director of Schools

**JOB GOAL:** To provide each student of appropriate school age an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play.

**ESSENTIAL FUNCTIONS OF THE JOB:** To direct, lead and manage the interscholastic athletic programs for the Grundy County School System in a positive manner.

# PERFORMANCE RESPONSIBILITIES:

1. Serves as a positive spokesperson in the area of public relations for Grundy County Schools and interscholastic sports activities.
2. Works cooperatively with system and school staff, students, parents and community members in promoting athletics in a positive image.
3. Organizes and administers the overall program of school athletics.
4. Responds to telephone calls, emails, and mail communication from administrators, teachers, parents, and others in a timely manner.
5. Reviews athletic eligibility determinations for TSSAA compliance and communicate with principals and coaches those findings.
6. Attends state and league meetings and reports vital information to all coaches.
7. Provides oversight, training, and guidance to principals and coaches for TSSAA.
8. Monitors new and proposed legislation having potential impact on assigned programs and communicate findings to the appropriate system personnel.
9. Investigates allegations related to recruitment, illegal practice, out of zone attendance or other violations of TSSAA and Grundy County School Board Policy and reports to the Director of Schools.
10. Oversees compliance of non-faculty coach procedures and recommendations of non- faculty coaches from the principal for the Director of Schools approval.
11. Reviews and maintains all required documentation for student athletes for compliance and follow up with any warranted notifications. These files will be kept both electronically and in a student athlete’s individual file.
12. Assists with the development of athletic schedules and practice times for all applicable sports and ensures they are appropriate to the grade levels.
13. Works cooperatively in the maintaining of playing venues and assumes responsibility for the maintenance and supervision of facilities by providing a report of findings to the principal or Maintenance Supervisor.
14. Assists the principal in the recommendations for employment of personnel to be assigned to the areas of coaching responsibility.
15. Assists the principal in the supervision, evaluation, and coordination of staff as assigned in the areas of coaching responsibility.
16. Ensures coaches and applicable teachers’ successfully complete required in-service training.
17. Helps coordinate transportation for school-related travel.
18. Maintain all essential information on the TSSAA website directory
19. Performs such other duties as may reasonably be prescribed by the principal or his/her designee.

**GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

**TERMS OF EMPLOYMENT:** Salary to be established by the Board with work year beginning July 1st and ending June 30th. Yearly renewal will be based on principal’s recommendation.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board’s policy.

**Reviewed and agree to by: Date:**

**(Employee)**

# Approved by: Date:

**(GCHS Principal)**

# Approved by: Date:

**(Director of Schools)**