

# NORTH STAR CHARTER SCHOOL

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## IB World School – International School of Business & Economics

**Job Title:** Secondary School Athletic Director—part time

**Supervisor:** Secondary Administrator

**Qualifications:** Minimum of a BA/BS; previous experience as a coach; knowledge of the overall operation of the athletic program

**Salary:** Dependent upon experience

**Start Date:** July 1, 2017

**Primary Role and Purpose:** Provides leadership in the development, organization, implementation, coordination, and evaluation of the athletic programs. Achieving excellence requires that the Athletic Director works collaboratively to lead and nurture members of the staff and to communicate effectively with parents, members of the community, and colleagues in other districts and schools. Inherent in the position are the responsibilities for planning, program evaluation, personnel management, and financial management.

### **Duties and Responsibilities:**

- Responsible to the secondary school administrator and serves as a liaison between staff members and administration.
- Develops and monitors the department budget and approves departmental purchases and athletic schedules.
- Insures that the equipment is properly inventoried and maintained.
- Responsible for the administering all policies and procedures working within the confines of the North Star Charter School Athletic Handbook.
- Observes coaches sufficiently in order to make future recommendations in terms of job expectations and make recommendations to the secondary administrator as to coaches' job assignment.
- Responsible for evaluating all new coaching candidates for jobs and will participate as a member of each selection committee.
- Responsible for all recommendations to the Administration for improvement of facilities.
- Coordinates with Administration for repair and maintenance of the gymnasium.
- Resolves conflicts that develop within athletic department.
- Maintains a current file of student-athletes' physical forms, insurance forms, parent consent forms, etc.
- Maintains a file of all athletic suspensions and expulsions from team.
- Works with secondary administrator, student council, and cheerleading coach involved in all athletic assemblies and spirit rallies.
- Plans, organizes and supervises all athletic awards programs with the approval of the secondary administrator.
- Represents the school in all athletic business at Athletic Director meetings.
- Responsible for scheduling student/parent meetings.
- Responsible for the annual review of the North Star Charter School Athletic Handbook/Parent Handbook and recommend revisions as necessary.

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- Constantly evaluates the program, presents recommendations for changes in athletic policies from the athletic department to the secondary administrator.
- Performs other duties as the secondary administrator may direct.

### **Athletic duties also include:**

- Communication between the AD and Administration regarding Purchasing, Transportation, and Maintenance.
- The Administration has supervisory authority for all staff, including coaches. Matters that could affect or set precedents for North Star athletic programs should be coordinated with the Administration.
- Reviews the athletic policy, staff handbook, and relevant board policies with coaches annually.
- Check the weekly eligibility of all athletes and communicate with necessary school and athletic staff.
- Schedule transportation for athletic events.
- Prepare and maintain the athletic facilities with North Star Maintenance.
- Approve the scheduling of the school athletic facilities to ensure they are available and ready at the proper times.
- Accountable for athletic fee payments.
- Direct supervision of athletic contests until the last student is off campus.
- Sends reminders of upcoming events to schools and officials.
- Cancels or postpones contests, officials, and transportation because of weather or other hazardous conditions.
- Coordinates and supervises all radio and television broadcasts, as well as the public address system operation at the various games.
- Evaluates and seeks ways of improving the athletic program.
- Collaborate with the Director of Development.

At North Star Charter School we understand and appreciate the importance of athletics in the overall education of our student-athletes. Experiences teach values such as hard work, commitment, leadership, discipline, teamwork, and physical fitness, all within a framework of academic excellence. Participation contributes to the physical, emotional and social health of our students, and promotes a sense of unity and cooperation among athletes, the student body and the larger school community. Winning is a natural goal. Our teams strive to win, but emphasis will be placed on effort, improvement, respect for coaches, teammates, opponents, and officials, and learning to win graciously and lose with dignity. Winning is emphasized more strongly at the varsity level, but the preeminence of the goal of teaching character and integrity is never challenged. At sub-varsity and middle school levels, winning remains a goal, but is subordinate to participation and skill development. Above all, we want our athletes to have a rewarding and enjoyable experience, at all levels of competition.

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## **Equal Opportunity Employer**

North Star Charter School is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

## **Job Requirements**

- Please provide resume, and legible copies of all college/university transcripts including undergraduate transcripts to the application for salary placement purposes.
- Bachelor degree preferred
- Citizenship, residency or work VISA in United States required

## **Contact Information**

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