

NANTUCKET PUBLIC SCHOOLS

Job Description

TITLE: Director of Athletics

REPORTS TO: Superintendent of Schools

TERMS OF EMPLOYMENT: 260 days

JOB SUMMARY: Uses leadership, supervisory, and administrative skills to plan, assess, manage, supervise, and improve all aspects of the NPS Athletic Department. The Director of Athletics is the acting liaison between student-athletes, coaches, parents, faculty, and administration.

QUALIFICATIONS:

1. Bachelor's degree required, Master's degree in Athletic Administration preferred.
2. Experience as a varsity athletic coach is required.
3. Program management skills substantiated by training and/or experience.
4. Must embody high ethical standards and integrity.
5. Must accept responsibility for decisions and conduct.
6. Comprehensive knowledge of interscholastic athletic program regulations.
7. Available to work irregular hours and/or a non-traditional schedule.
8. Certified in First Aid, CPR, AED, and Basic Water Safety.

ESSENTIAL FUNCTIONS: The essential functions or duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

1. Supervises all aspects of the middle school and the high school interscholastic and intramural athletic programs.
2. Ensures that all student-athletes receive appropriate instruction, support, and opportunities to participate.
3. Provides support, guidance, and accountability to help student-athletes benefit from athletic program participation.
4. Promotes the district's mission, philosophy, and vision. Builds internal and external partnerships that support district goals and enhance student learning.
5. Ensures compliance with relevant rules and policies of the Nantucket Public Schools and the Massachusetts Interscholastic Athletic Association (MIAA); this includes but is not limited to compliance with school eligibility requirements, including insurance, physicals, head injury management, and records.
6. Represents and advocates on behalf of the school district with the MIAA and League.

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7. Oversees eligibility process:
 - a. Verifies each athlete's eligibility according to established physical, academic, and other requirements for participation in each sport according to MIAA and School District rules.
 - b. Certifies eligibility of all participants in the interscholastic athletic program and communicates eligibility requirements as well as ineligibility status to athletes and caregivers.
8. Ensures compliance with Title IX so that there are equal athletic opportunities for both male and female students.
9. Promotes the ideals of good sportsmanship and scholarship on the part of all participating student-athletes and coaches.
10. Strives to develop rapport and serve as a positive role model for others.
11. Encourages student involvement in program activities.
12. Maintains medical records and required paperwork for each student-athlete.
13. Promotes academic success as the priority for all student-athletes.
14. Promotes fun and fundamentals, while maintaining a competitive and healthy experience for all participating student-athletes.
15. Responsible for recruitment, hiring, education, supervision and annual evaluation of all coaches.
16. Develops and administers the school committee approved budget for all assigned areas of responsibility.
17. Responsible for the ordering, receiving, distributing, maintaining, and storing of all athletic uniforms and equipment.
18. Responsible for formulating and recording the proper inventory of all athletic equipment on an annual basis.
19. Responsible for coaching staff selection and orientation process. Verifies that all coaches are properly qualified.
20. Responsible for the organization, scheduling, and management of all NPS athletic events.
21. Responsible for the scheduling and transportation for all game officials.
22. Responsible for the supervision of all home games/events.
23. Responsible for preparing transportation schedules.
24. Responsible, in collaboration with the Director of Facilities, for supervising athletic facilities, recommending necessary maintenance and repairs to ensure the safety of student-athletes..
25. Prepares reports for the NPS administration and the School Committee.
26. Responsible for maintaining effective communication with Nantucket Public Schools staff.
27. Provides for positive publicity for athletic programs and participants.
28. Plans and supervises recognition programs for student-athletes.
29. All other duties as assigned by the Superintendent.

EVALUATION: Performance of this job will be evaluated annually by the Superintendent of Schools, with input by building administrators.