



EMPLOYEE NAME: \_\_\_\_\_

Revised: 4/88; 8/91; 5/92; 6/92; 4/94; 10/94; 1/98; 6/02;  
1/05; 8/06; 9/07; 7/08; 7/10; 2/12; 10/12; 6/18; 5/19

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Director, Athletics	<b>JOB CODE:</b> 680
<b>DIVISION:</b> Chief of Staff	<b>SALARY SCHEDULE:</b> Annual Central Office
<b>DEPARTMENT:</b> Athletics	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Chief of Staff	<b>PAY GRADE:</b> CDR (5,6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Coordinates all interscholastic athletic activities.	

**REQUIREMENTS:**

1.	Educational Level: Master’s Degree required
2.	Certification/License Required: Leadership Certificate
3.	Experience: Minimum five years prior leadership/athletic director experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership, technology, organization, interpersonal and public relations

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Organizes and conducts regular meetings with local high school athletic directors to ensure knowledge of and compliance with county and state practices, procedures and regulations.
3.	Coordinates athletic budget for county level and assists at the local school level; consults with school planning regarding construction and development of athletic facilities.
4.	Provides for and encourages opportunities for coaches to participate in clinics, workshops, staff development and state and regional conferences.
5.	Assists school principals and in the area of communication and professional information with staff, students, community, media, or other administrators regarding athletics.
6.	Evaluates, interprets, implements and makes recommendations regarding policies and procedures; assists with disciplinary issues and investigations involving athletics; assists in the preparation of the Office of Civil Rights (OCR) reports in regards to athletics.
7.	Maintains records of coaching assignments for supplements; makes recommendations concerning the purchase of equipment and supplies.
8.	Assists personnel officials in the recruitment and interviewing of head coaching candidates.
9.	Coordinates scheduling and administration of events/activities including countywide tournaments/playoffs, officials and approves all transportation requests for athletic competitions.
10.	Attends games and athletic functions as a representative of the Cobb County School System; supervises the Community Coach program.
11.	Serves as a representative to region and state committees as appointed by appropriate officials.
12.	Acts as an intermediary between Cobb County high schools, the Georgia High School Association, MRESA and State Department of Education (includes all student eligibility reports, hardship applications, sanctioning of events, administering officials and coaches exams, scheduling of rules clinics and distribution of GHSA Items of Interest and other literature); responds to public/parent concerns regarding athletics for Cobb County, region and Georgia High School activities.
13.	Acts as the Title IX Coordinator and Gender Equity Compliance Coordinator for Cobb County School System.
14.	Performs other duties as assigned by the Chief of Staff and Superintendent.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_