



EDUCATION . . .
Road To Success

HANCOCK PLACE SCHOOL DISTRICT

SECTION: 400 Extra-Duty Assignments
TITLE: 008 Athletic Director

TITLE:	Athletic Director
QUALIFICATIONS	<ul style="list-style-type: none">* Valid teaching certificate in the State of Missouri* Minimum of three (3) years coaching experience is required* Highly organized with effective written and verbal communication skills
REPORTS TO / EVALUATED BY:	Building Principal, Assistant Superintendent, and/or Superintendent
TERM OF POSITION:	10 to 12 months, as required
SALARY:	Extra-duty stipend as set by the district's approved Extra-Duty Salary Schedule
JOB GOAL:	To encourage and provide every student with the opportunity to participate in athletic programs that will foster physical skills, a sense of personal worth and competence, knowledge and understanding of the pleasure of sports, and the principles of fair play and good sportsmanship.
RESPONSIBILITIES:	<ul style="list-style-type: none">* Have extensive knowledge in and follow the rules, regulations, policies, and procedures of the Missouri State High School Activities Association (MSHSAA), the St. Louis Suburban Athletic Conference (SLSAC), and the Hancock Place School District.* Have extensive knowledge of the MSHSAA Eligibility Standards, the Interscholastic Rules and Regulations, Rules Governing use of freshmen for JV or Varsity competition, and provide copies of the same to all coaches for distribution to the student-athletes.* Provide each head coach with a copy of the MSHSAA Handbook and a copy of the current rule book for their respective sport.* Notify all coaches of the annual State Rules Interpretation Meeting for their respective sport.* Schedule all high school district athletic contests in the various sports with the assistance of the respective head coaches according to MSHSAA and conference rules and regulations.* Responsible for completing MSHSAA eligibility forms for all high school sports.* Arrange for student-athlete physical exams prior to the beginning of each school year.* Maintain student-athlete files and ensure that each participant has on file a signed MSHSAA Participation Certificate, a physical examination record, and a signed parental statement of health insurance coverage.* Ensure that current inventories are provided for all athletic activities.* Provide for the administration of athletic contests and to distribute appropriate checklists, instructions to faculty helpers, etc., when appropriate.* Schedule and organize transportation and meal arrangements for all athletic contests.* Hire and contract officials for all home athletic contests.* Request payment for athletic contest entry fees, game personnel, and athletic officials, pursuant to the school district's payment procedures.* Actively participate and represent the school district in the St. Louis Suburban Athletic Directors Association, the State Athletic Directors Association, and any other state meetings related to school activities sponsored by the MSHSAA.



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- * Work with the building administration to ensure that all athletic contests, both home and away, are properly supervised. (Supervisory function is the responsibility of the Athletic Director. However, since multiple athletic contests may be scheduled for the same date, the supervisory responsibility may also be shared with other building administrators.) Proper supervision may also include law enforcement personnel, ambulance service, school nurse or physician.
 - * Inform and make recommendations concerning athletics to the building administration.
 - * Coordinate facility usage for club and organization activities to include scheduling and ensuring that all physical arrangements for the activities are taken care of, as well as ensuring that the custodial needs will be met.
 - * Plan, organize, and supervise an annual recognition program for athletes, clubs, and other school organizations.
 - * Prepare and submit the Coach Evaluation Form to the respective building administrators, which will then be reviewed and completed by each evaluating administrator.
 - * Perform all other duties as dictated by law and/or assigned by the Building Principal, Assistant Superintendent, or Superintendent.

Hancock Place School District
Date Approved: December 14, 2005