



# Orrville City Schools

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Dr. David M. Toth, Superintendent  
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Amy Wilson, Director of Teaching & Learning  
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## Athletic Director—Orrville High School

1. The athletic director is the administrator of the athletic program and, in this capacity, is directly responsible to the principal and superintendent of schools
2. Administrative duties: In fulfillment of these duties, the athletic director shall:
  - a. Supervise all coaches, programs, and activities of the athletic department.
  - b. Assist and advise the administration in recruiting, assigning, and evaluating coaches.
  - c. Enter into contract agreements to fill schedules. Guidelines for scheduling:
    1. All contract agreements must be approved in advance by the head coach of the sport being scheduled.
    2. Complete fall and winter schedules are to be presented to the principal in the spring for the coming school year. Spring sports schedules will be completed by February 1 of that sport's year.
    3. Publication of all sports schedules is the responsibility of the athletic director.
  - d. Present eligibility lists to the principal within two weeks of the opening game.
  - e. Educate and inform all coaches about the Ohio High School Athletic Association rules and policies, as well as the school and board of education policies. Report all coaches' rules violations to the principal in writing.
  - f. Coordinate the accumulation of names, numbers, pictures, etc., necessary to meet program printing deadlines.
  - g. Promote a philosophy of athletics consistent with the school's philosophy.
  - h. Represent the school at conference meetings and booster club meetings.
  - i. Represent the school at all major athletic events at home and away.
  - j. Plan and implement a schedule for sharing administrative and procedural duties with the for all sporting events.
  - k. Regulate and control the purchase, storage, and inventory of all equipment.
  - l. Supervise the budget for each sport in the athletic program. Included is keeping written books and records and running an account of all expenditures and income. State requirements for pay-in and pay-out requisitions and regulations prohibiting expenditure based on anticipated income must be adhered to.
  - m. Establish a transportation schedule for all away games (varsity, junior varsity, freshman, and junior high). Coaches and bus drivers must be informed about schedules, departure times, and bus permits.

- n. Assume responsibility for scheduling fields and facilities for games and practice, repairing the fields or gyms for games, and supervising the general athletic plant and equipment.
- o. Prepare an appropriation for each spring showing the budget and expenditure for the past year and prepare a budget for the coming year that reflects fiscal responsibility.
- p. Work with the principal and faculty manager to prepare a priority list for complimentary tickets.
- q. Establish a yearly athletic calendar listing all activities both at home and away.
- r. Contract and plan for game officials as dictated by schedule and the conference.
- s. Assume responsibility for planning and organizing all athletic banquets.
- t. Compile a financial report at the end of each sports season. This report will compose the faculty manager's and head coaches' reports.
- u. Serve as chairperson of the athletic board.
- v. The athletic director shall advise and counsel the middle athletic coordinator so that both programs are compatible.
  
- w. The principal and/or superintendent determines other responsibilities.

#### Extended time job responsibilities for high school athletic director

The person holding this position shall receive 15 days of extended time for the school year. An extended time form shall be completed one week after the beginning of the school year and within three weeks of the end of the school year.

#### Duties:

- Participating in athletic conference retreats and planning
- Schedule athletic activities for the school year
- Schedule officials for all events
- Coordinate orientation meetings with coaches and teams
- Work with the athletic booster club and coordinate activities, including fundraising
- Maintain the current athletic policy manual, including training rules
- Develop a yearly athletic budget
- Assist with the employment of coaches
- Coordinate CPR training for coaches and volunteers
- Schedule athletic scrimmages
- Prepare purchase orders
- Other duties as assigned by the high school principal