

**Hernando County School Board  
Florida**

<b>ATHLETIC DIRECTOR</b>
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**Required Qualifications:**

- Bachelor's degree
- Florida Educator's Certificate in any subject
- Experience as athletic director or coach

**Performance Responsibilities:**

- Be responsible for school athletic program
- Evaluate (in cooperation with the principal and/or designee) coaches and programs
- Act as liaison to Florida High School Activities Association (FHSAA)
- Be responsible for facilities improvements for teams including fields, gyms, tracks, courts, equipment and supplies
- Do student/athlete academic reporting, i.e., eligibility reports and scholarship inquiries or claims
- Schedule games, meets, events, and transportation
- Arrange the contracting of officials
- Provide all coaches with Staff Development activities
- Be responsible for all athletic handbooks
- Prepare annual athletic budget with principal and /or designee and report expenditures
- Act as liaison to parent groups and all media
- Approve and supervise/promote all athletic fundraising with the principal and/or designee
- Perform other duties as assigned by the principal and/or designee

**Physical Demands:**

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the principal and/or designee

**Terms of Employment:**

Supplemental Position

**Salary:**

Paid in accordance with the Differentiated Pay for Additional Duty/Supplemental Schedule in the Hernando County Teachers' Association (HCTA) Contract

Board Approved: 01/11/11

Revised: 05/17/11