PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION

TITLE: Athletic Director
DEPT: Athletics
CLASS: Administration
SALARY LEVEL: 
JOB CODE: 
FLSA STATUS: Part-time
RETIREMENT ELIGIBILITY: 

PURPOSE: The Athletic Director is responsible for planning, organizing, and coordinating all programs related to intercollegiate sports activities.

REPORTS TO: President
SUPERVISES: Coaches
Secretary B, Athletics

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

1. Extensive knowledge of the principles and practices of budgeting.

2. High ethical values.

3. Ability to communicate effectively, both orally and in writing.

4. Basic computer skills.

Education, Experience, and Licensure

1. Master’s degree in related field.

2. Minimum three years supervisory experience.

3. Minimum five years experience with a NJCAA or NCAA athletic program.

MAJOR JOB RESPONSIBILITIES

Essential Job Functions

1. Coordinates and provides leadership for intercollegiate athletics including student-athlete recruitment, financial aid, scholarships, housing, food service, scheduling of athletic contest, and advisement of academic success.
2. Supervises the preparation of the athletic budget and provides coaches an opportunity for input of budget needs for submission to the President. Monitors the monetary budget reports with each coach.

3. Makes recommendations for improvement of the athletic facilities and equipment.

4. Supervises all coaches and assists in recruitment, employment, and orientation of coaching staff.

5. Responsible for representing the interests, needs, and concerns of the coaching staff.

6. Coordinates communication between administration, coaching staff, and instructional staff.

7. Plans, organizes, and administers an intercollegiate athletic program designed to compliment the total college setting.

8. Assures compliance with all NJCAA rules and regulations.

9. Responsible for compliance with Southern Association of Colleges and Schools (SACS) guidelines for area.

10. Display personal characteristics that reflect positively on the education profession and the College in such ways as respecting colleagues and observing ethical principles of the education profession, participating in community activities, and demonstrating a constructive attitude toward other professional and classified personnel, using appropriate vocabulary free from excessive profanity and slang, displaying use of good judgment, tact, and discrimination, treating records, information, materials, and office concerns in a confidential manner.

11. Demonstrate knowledge of the required subject matter by providing evidence of preparation in the area, maintaining current knowledge of research and developments in the subject area, and maintaining the respect of colleagues in the profession.

12. Demonstrate leadership qualities by instilling enthusiasm for professional goals, recognizing staff proficiencies and accomplishments, adhering to statement of ethics and Paris Junior College covenant for success.

Marginal Job Functions

SPECIFIC EQUIPMENT AND MATERIALS USED
ESSENTIAL PHYSICAL TASKS

1. This position is security-sensitive.

ENVIRONMENTAL DEMANDS

I have read the foregoing job description and understand the responsibilities of the job.

_______________________________________________
Employee Printed Name

_______________________________________________
Employee Signature Date

_______________________________________________
Human Resources Signature Date