



16. Plan and supervise school and student activity programs (i.e. field trips, dances, athletic events, etc.)
17. Act as principal when principal is absent from the building.
18. Perform other duties as assigned by the by the Building Principal.

A. Director of Athletics

1. Athletic Scheduling:
  - a. Maintains an equitable balance of home and away contests.
  - b. Schedules allowable number of contests for male and female teams.
  - c. Schedules practice times and facilities equitably.
  - d. Schedules officials for home contests.
  - e. Schedules transportation for teams when they are traveling.
  - f. Weather related decisions are made in cooperation with the Building Principal and Central Office. Make-up times are scheduled with consideration given to the total school program.
  - g. Schedules all workers at the home contests.
  - h. Schedules all supervision for contests with the corporation with the Building Principal.
  - i. Schedules the vans for all corporation use.
2. Athletic Handbook and Code of Conduct:
  - a. Reviews and updates the Code of Conduct for athletes and extracurricular participants annually with the aid of the head coaches.
  - b. Enforces the Code of Conduct and reports all violations to the school administration.
  - c. Reviews and updates the athletics portion of the Greensburg High School Student Handbook annually.
3. Awards Recognition Programs:
  - a. Plans a system of awards for the student athletes.
  - b. Organizes all athletic recognition programs such as the End of Season Awards Programs.
4. Personnel:
  - a. Evaluates all varsity head coaches within three weeks after the end of their sport season.
  - b. Verifies all head coaches' evaluations of their assistants within two weeks of the end of their sport season.
  - c. After evaluation, recommends continued employment, probation, or termination for each coach.
  - d. Recruits, interviews and recommends persons for coaching positions to the high school principal.
5. Finances:
  - a. Responsible for all gate receipts and moneys received from tournaments or donated to the program.
  - b. Reports annual income and expenses through an annual financial report to the Principal and Superintendent.
  - c. Employs officials, completes contracts for them and completes claims to pay the official from the athletic fund.
  - d. Develops and enforces a budget for each sport each year.
  - e. Responsible for the management of all athletic ticket sales.
  - f. Responsible for all athletic booster groups and for approval of any fund raising in the name of Rising Sun High School athletics.
  - g. Responsible for concession sales at each home contest.

6. I. H. S. A. A. and O.R.V.C.
  - a. Responsible for meeting all standards set by the I. H. S. A. A.
  - b. Represents Rising Sun High School at I. H. S. A. A. and O.R.V.C. meetings in cooperation with the principal.
  - c. Completes transfers, ticket report forms, eligibility lists, game contracts, official contracts, physicals for athletes, insurance forms, etc. According to I. H. S. A. A. standards.
  - d. Arranges competition, travel, meals and reports for advancements in State Tournament competitions.
  
7. Equipment:
  - a. Responsible for coaches and athletes caring for and maintaining uniforms, equipment and facilities.
  - b. Verifies equipment and uniform inventory before and after each sport season with each head coach.
  - c. Responsible for updating equipment and uniforms as needed. Must develop a system for replacing uniforms and for purchasing equipment in each sport in cooperation with the head coach.
  - d. Keeps the training room and weight room (scales, mats, etc.) supplies current and the equipment maintained.
  
8. Communication and Public Relations:
  - a. Meets with head coaches regularly during their sport season.
  - b. Works with radio stations to air home contests.
  - c. Maintains and publishes new articles on RSHS Athletic website.
  - d. Assists the coaching staff in issuing information to press.
  - e. Assists athletes and the coaching staff in making college contracts for furthering Rising Sun High School said athletes' careers.
  - f. Responsible for the printing of schedules and their distribution.
  - g. Maintains a list of businesses and corporations in the area for the purpose of sending special announcements and information pertaining to the athletic program.
  - h. Assists coaches and photographers with team and individual photo sessions.

**QUALIFICATIONS:**

1. Appropriate certification as required by the Indiana Department of Education.
2. Ability to plan and organize
3. Skills in human relations
4. Ability to communicate effectively before groups of students and parents.
5. Established educational leader.
6. Other qualifications as deemed desirable by the School Board.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle or feel objects, tools, or controls, The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

There are no environmental hazards for this position.

**TERMS:** Length of year and rate of pay to be determined by the School Board.

**EVALUATION:** Evaluation of performance on this job will be evaluated by the Superintendent.