



Athletic Administrator Job Description

The role of the athletic administrator is to direct the interscholastic athletics program, provide information, and serve as a resource to others, reporting to the school principal or superintendent. The athletic administrator achieves these objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established school guidelines.

LEADERSHIP

- Establishes a vision and culture the athletic department abides by
- Evaluates the development of the education-based athletic program by utilizing local, state, and national standards
- Supports the superintendent, principal, head of school, and school board goals and priorities in compliance with all strategies, programs, policies, and procedures
- Develops, models, and enforces professional standards of conduct among staff members
- Coordinates, supervises, and leads staff professional development
- Recommends, informs, and administers policies and regulations pertaining to interscholastic athletics
- Counsels with internal and external personnel (e.g. administrators, auditors, public agencies, community members, sponsors, etc.) for the purpose of implementing and/or maintaining services and programs
- Ensures all athletic department concerns are addressed in a timely manner
- Stays informed of legal standards in all areas under the athletic administrator purview such as Title IX, sex discrimination and negligence cases
- Adheres to inclusive practices in recruiting, retaining, and hiring a diverse coaching staff

SUPERVISION

- Oversees all athletic department and field maintenance personnel, including ticket takers, scorekeepers, security, law enforcement and other personnel for all game events
- Supervises and directs the scheduling and contracting of contests
- Manages the approval, coordination, and hosting of all officials
- Ensures all coaches have completed required state and local requirements, including certification in CPR/AED, sudden cardiac arrest, and concussion management
- Facilitates required training and mentoring for coaches prior to the season to protect student athletes
- Ensures all coaches are properly trained in district policy and best practices



OPERATIONS

- Creates and communicates emergency action plans for facilities and updates annually
- Creates and administers an evaluation process for coaching staff
- Administers day to day interscholastic athletics
- Supervises the coordination of all interscholastic athletic transportation
- Determines when to postpone or cancel practices and/or athletic events
- Creates, reviews, and distributes athletic handbooks for coaches, student athletes, and parents
- Develops short- and long-term plans for facilities and programming
- Evaluates head coaches annually and ensures head coaches annually evaluate assistant coaches
- Plans and supervises recognition programs for student participants
- Effectively communicates all matters related to the athletics program with the principal, superintendent, and/or head of school
- Ensures eligibility of student athletes in accordance with local and state guidelines
- Secures officials for every sporting event, game, and contest
- Participates and promotes engagement in state athletic association events
- Coordinates and distributes information through social media and the school/district website

COMMUNITY

- Communicates, collaborates, and cooperates with colleagues, supervisors, students, parents, officials, media and other related entities
- Coordinates with the media for the distribution of information related to interscholastic athletic programs
- Establishes and maintains communication with community agencies such as local health, fire, police, and park departments related to health and safety of interscholastic athletics
- Encourages the relationships between the school and community by engaging positively with community members
- Fosters school support for the athletic program, working to build school spirit among all educational and community stakeholders
- Serves as an information source for parents and constituents regarding rules and regulations

BUDGET & INVENTORY

- Prepares annual budget that reflects the school/district vision and spending plan
- Follows state laws related to booster clubs
- Monitors budget allocations, expenditures, fund balances, and related financial responsibilities
- Ensures funds are recorded appropriately, expenses stay within budget, and best financial practices followed
- Manages the maintenance of all athletic facilities and recommends improvements and/or replacements
- Oversees the rotation cycles of inventory, including equipment and uniforms



14 Legal Duties of Athletic Personnel

- **Duty to Plan** - written plans must be in place to fulfill legal duties imposed by the courts to protect student-athletes from harm.
- **Duty to Supervise** - supervision is critical in both a general and specific manner. General supervision is the oversight of student athletes before and after athletic activities and specific supervision is actively watching student athletes while engaged in athletic activity.
- **Duty to Assess Athletes' Readiness for Practice and Competition** - evaluation of student-athletes for preparedness to safely participate in a sport or activity requires a valid physical release form for all athletes prior to sport participation.
- **Duty to Maintain Safe Playing Conditions** - equipment, facilities and playing surfaces are inspected prior to participation daily and any deficits are corrected immediately before athletic activity occurs.
- **Duty to Provide Proper Equipment** - all equipment should be properly fitted, clean, durable, and safe. It is important all equipment must carry a National Operating Commission on Safety in Athletics Equipment (NOCSAE) certification and all athletes must wear proper equipment when exposed to contact in practices or competitions.
- **Duty to Instruct Properly** - instructors/coaches must be properly prepared to provide appropriate and sequential instruction and to identify and avoid dangerous practices or conditions.
- **Duty to Match Athletes** - athletes should be evaluated by maturity, skill, age, size, and speed for participation in athletic programs.
- **Duty to Condition Properly** - personnel oversees appropriate conditioning levels to prepare student athletes with progressive cardiovascular and musculo skeletal strength for athletic competitions. Observing weather conditions and concussion policies are required.
- **Duty to Warn** - detailing and communicating risks related to participation in athletics to student athletes and parents are essential. Written approval needs to be provided by parents and student athlete prior to athletic participation.
- **Duty to Ensure Athletes are Covered by Injury Insurance** - Student athletes cannot participate until proof of insurance coverage is provided and appropriately documented.
- **Duty to Provide Emergency Care** - athletic personnel are to be trained and certified in first aid procedures, especially in CPR and AED applications.
- **Duty to Develop an Emergency Response Plan** - site specific plans for managing emergency situations are required.
- **Duty to Provide Proper Transportation** - Bonded, licensed commercial carriers are to be used for transporting student athletes to sporting events outside the school confines.
- **Duty to Select, Train, and Supervise Coaches** - athletic personnel are to be professionally trained and certified in specific fields.

For more information please view: [A Profiles of Athletic Administration and/or Professional Development Academy Handbook](#).

The value of NIAAA Certification

Becoming certified through the NIAAA is a valuable asset that schools prefer or require when hiring an athletic administrator at the middle and/or high school level. Preferred certifications include:

- Registered Athletic Administrator (RAA)
- Registered Middle School Athletic Administrator (RMSAA)
- Certified Athletic Administrator (CAA)
- Certified Masters Athletic Administrator (CMAA)
- Registered International Athletic Administrator (RIAA)
- Certified International Athletic Administrator (CIAA)

For more information about NIAAA certification, please visit our website at: niaaa.org





Athletic Administrator Evaluation

PERSONAL INFORMATION:

ATHLETIC ADMINISTRATOR & CERTIFICATION:

DATE OF HIRE:

DATE OF REVIEW:

NAME & CERTIFICATION

____/____/____
DAY MONTH YEAR

____/____/____
DAY MONTH YEAR

SCHOOL:

NAME

STREET

CITY

STATE

ZIP CODE

This evaluation contains six sections. Please review each sections' standards and evaluate by this key: 1- Unacceptable; 2 - Needs Improvement; 3 - Satisfactory; 4 - Excellent. Space is provided for additional comments and documentation evidence at the end of each section.

SELF EVALUATION

SECTION 1: LEADERSHIP

SUPERVISOR EVALUATION

1	2	3	4		1	2	3	4
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Emphasizes the physical, mental, emotional, and social benefits of education-based athletics for the student-athlete.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Communicates and works collaboratively with coaches, parents, educational leaders, school staff, media, community, booster clubs, and civic groups to develop positive public relationships.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Establishes an education-based philosophy for all programs with high academic standards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Seeks to establish high standards of sportsmanship and citizenship for the coaching staff, student-athletes, parents, and fans.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Displays ethical decision making, character development, personal conduct, and integrity while coaching coaches and mentoring staff.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Promotes teamwork among all coaches, making it easier for student-athletes to play multiple sports.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Develops as an athletic administrator by participating in professional growth and development through national and state educational opportunities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

Large empty text area for providing comments.



SELF EVALUATION				SECTION 2: SUPERVISION	SUPERVISOR EVALUATION			
1	2	3	4		1	2	3	4
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Sets an expectation for coaches' direct supervision of facilities and activities related to the sport or activity.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Directs and coordinates supervision of all home and away events to ensure safety of participants, officials, and fans.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Provides verification of eligibility of student-athletes under the guidance of state and local rules.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ensures compliance of Title IX, ADA, and for student-athletes with disabilities per local, state and federal policy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ensures that all appropriate equipment meets the safety standards of the National Operating Committee on Standards for Athletic Equipment (NOCSAE).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ensures that all equipment is cleaned, inventoried, and stored properly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Oversees the direct supervision of coaches and athletic support staff.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

SELF EVALUATION				SECTION 3: PLANNING & MANAGEMENT	SUPERVISOR EVALUATION			
1	2	3	4		1	2	3	4
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Plans for scheduling, assessment, maintenance, and improvement of all athletic facilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Organizes and coordinates the utilization of facilities for educational, athletic, and community purposes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Plans and directs the creation and annual review of an athletic handbook.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Plans, directs, and serves as the financial officer for the athletic department budget in all categories of spending and income.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Plans and schedules the transportation needs for all programs while working with proper district employees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Effectively communicates and distributes current job descriptions and sets clear expectations for athletic personnel, including contest officials, workers, and security.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:



SELF EVALUATION				SECTION 4: STRATEGIC PLANNING	SUPERVISOR EVALUATION			
1	2	3	4		1	2	3	4
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Conducts pre-season meetings with student-athletes, parents, and coaches.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Meets all state association, league, and/or conference deadlines for document submittal.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Attends all appropriate state association, league, and conference meetings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Facilitates appropriate recognition of all student-athletes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

SELF EVALUATION				SECTION 5: HEALTH, WELLNESS & SAFETY	SUPERVISOR EVALUATION			
1	2	3	4		1	2	3	4
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ensures all student-athletes adhere to required pre-participation health screenings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ensures all athletic personnel attend required health, wellness, and safety trainings provided by the school/district and state.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Communicates with and instructs student-athletes and parents on the inherent risks related to specific sports.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works with the athletic trainer(s) to promote and communicate a proper system of student-athlete well-being and return to play procedures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Promotes a culture of chemical-free programs through education and prevention.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Promotes good social emotional health awareness for all constituents involved in the athletic department.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Oversees assessment of and adherence to safety protocols and recommendations of medical professionals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Develops and implements emergency action plans for all contest and practice venues.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Monitors and communicates potential weather hazards that could arise during practices and/or contests.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:



SELF EVALUATION				SECTION 6: PERSONNEL	SUPERVISOR EVALUATION			
1	2	3	4		1	2	3	4
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Adheres to school/district guidelines in hiring all athletic staff personnel.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Secures and oversees all needed personnel for the operations of the athletic programs, including but not limited to: coaches, game officials, announcers, timekeepers, ticket sellers, ticket takers, security, event supervisors, custodians, concessions, support personnel, and medical coverage.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Cultivates an atmosphere of professional growth for all staff members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Evaluates all coaches and provides feedback pre-season, in-season, and post-season.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works collaboratively with other administrators to advance the school mission.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Uses current job descriptions while directing personnel.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:



Employee Final Summary/Remarks (Optional).

Comments:

Name

Title

Date

Signature

