



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

