



**BAY DISTRICT SCHOOLS  
DEPARTMENT OF HUMAN RESOURCES  
JOB DESCRIPTION**

**TITLE: DIRECTOR OF ATHLETICS & EXTRACURRICULAR ACTIVITIES**

**QUALIFICATIONS:**

1. Master's Degree or higher
2. Certification in one of the following areas: Physical Education, Music, Drama, or Art
3. Five (5) years of successful teaching experience in a K-12 setting or other experience in the field of education.
4. Three (3) years of successful experience in one of the following areas: athletic coaching, director of a school athletic program, director of a performing arts program.

**PHYSICAL REQUIREMENTS: Light**

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: 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 as needed to move objects.*

**REPORTS TO:** As assigned by Bay District Organizational Structure.

**SUPERVISES:** As assigned by Bay District Organizational Structure.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists district administrators in planning, implementing, and evaluating school-sponsored athletics and performing arts programs.
2. Prepares and administers the district budgets for extracurricular activities.
3. Assists schools in scheduling of interscholastic activities.
4. Coordinates student and school academic performance, and sportsmanship recognitions.
5. Develops and maintains the Extracurricular Activities Handbooks (Grades 6-8 & Grades 9-12).
6. Provides programs with guidance related to booster clubs and fundraising activities.
7. Oversees the gathering of data needed to assess the district's and individual school's Title IX compliance.
8. Directs the compliance with the Florida High School Athletics Association and all high schools in regard to regulations and eligibility of student athletes.
9. Works with the Certification and Compliance Administrator to monitor, and ensure the compliance of, Athletic Coaching certifications.
10. Supervises the administration and scheduling of all county operated stadiums.
11. Serves as the district liaison with the Facilities Department for construction projects in regards to all athletic facilities and programs to plan for maintenance, expansions and additions.
12. Coordinates basic training in first aid, including cardiopulmonary resuscitation for all students in 9<sup>th</sup> and 12 grades as required annually by Florida Statute.
13. Provides oversight of the district weather alert platform and other state-mandated, safety related systems such as AED's, cooling stations, etc.
14. Manages the district's digital facility management platform and serves as the primary contact for facility usage and inter-local agreements with outside agencies.
15. Approves grant applications related to the areas of athletics, art, music and other extra-curriculars.
16. Performs other duties as assigned.

**TERMS OF EMPLOYMENT:**

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in Current Salary Placement Schedule 2.

**EVALUATION:** Performance evaluated annually in accordance with School Board Policy.

*Holly Buchanan*  
Reviewed by Dept. of Human Resources

**APPROVED JUN 27 2023**

Revised: \_\_\_\_\_  
Adopted by Bay District School Board as Coordinator of  
Athletics & Extracurricular Activities: July 13, 2021