



CITY OF CAPE CORAL
Established Date: Feb. 12, 2013
Revision Date: June 1, 2020

Charter School Athletic Director

Class Code:
CS138000

Bargaining Unit: NON-BARGAINING

SALARY RANGE

\$19.23 - \$27.40 Hourly
\$40,000 - \$57,000 Annually

GENERAL STATEMENT OF JOB:

Under the general supervision of the Superintendent or Principals, establishes and monitors all activities and athletic programs in the school system. Performs related work as required.

Individual(s) assigned to this classification must report to work per their assigned schedule.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Establishes and monitors eligibility procedures for athletic and activity participants (including FHSAA eligibility, physicals, insurance forms/waivers, parental consent and student grade reports). Student eligibility must be determined prior to student conditioning before a sport.
- Make arrangements for student physicals.
- Recruit a team physician and athletic trainers.
- Arranges for a physician or athletic trainer to be present at home football games and informs the principal who that individual is.
- Confirms that a physician or athletic trainer will be present at any away football game, provided by the hosting school.
- Establishes procedures for scheduling activity/athletic contests and events, including completing contracts, publishing schedules, and scheduling and requesting team transportation. (If a senior recognition is to take place at a game, that date and time shall be published on the schedule). Principal and Webmaster will be notified immediately if a change has been made in a schedule. If a game or practice is cancelled, students and coaches are to be notified immediately.
- Makes the necessary arrangements for home contests such as: field preparation, lining the field, securing officials, down marker crews, ticket takers and sellers, scoreboard operators, announcers, ambulance service, necessary arrangement for visiting teams, assists in supervising the activity and handles any inappropriate fan behavior. Local police security should be scheduled for all home football games and basketball games if high attendance is expected. Principal should be notified of the officer's name prior to the end of the school day.

Athletic Director should be present at all home contests in our gym and for all football games, home and away. Presence at other competitions can be flexibly scheduled with principals.

- Create and secure a clear, written agreement with the Cape Coral Parks and Recreation Department for Storms Complex, Jim Jeffers, Cape Coral Sports Complex and BMX Park for the issuing of keys, security plans, rain plans, lightning shelter plan for both home and away teams.
- Monitor and issue lightning meters and review safety procedures with all coaches. Announcers will be provided with the inclement weather program that will be read before each game.
- Supervises the financial affairs of the Activity/Athletic programs, which includes procedures for athletic budgeting, equipment purchases, ticket sales, maintenance and security of facilities and equipment, and fundraisers.
- Works with the bookkeeper and follows established internal accounting procedures in collecting money and purchasing.
- Abides by and enforces School Board and FHSA policies on tobacco, alcohol and drugs.
- Stresses good sportsmanship, leadership, respect for school, our school system, respect for teachers, administrators, adults, fair play and academic success.
- Reports, in writing, all violations/removals (player/coach) to the Principal by the following morning.
- Assists the Principal and Head Coach in organizing a coaching staff and identifying coaching responsibilities and expectations. Coaches must be approved by principals prior to offering position and hire.
- Provides each coach and lay coach (volunteer) with appropriate information concerning GSHAA rules, certification procedures, coaching and rules clinics, student transportation guidelines, and district/regional meetings. Reports the results to the Principal in writing. Requires documentation of all coaches' certifications before season begins.
- Establishes written guidelines for Activity/Athletic awards, with approval of the principal, publishes the guidelines, make arrangements for their presentation, and organizes and supervises award banquets and/or ceremonies. Coordinate with principal on pep rallies.
- Maintains the schools' athletic manual.
- Coordinates all Activities/Athletic programs with booster clubs and other organization which include the following: financial agreements, concessions, programs and parking.
- Attends all related meeting, and reports, in writing, to the Principal all dates, projects and concerns; and receives permission from the Principal prior to implementation of any project.
- Attends staff meetings and serves on staff committees as deemed necessary.
- Establishes and maintains cooperative relationships with others.
- Checks out, collects, and maintains an athletic inventory of uniforms and equipment. Reconditions all athletic equipment that is of questionable quality (helmets, shoulder pads, etc.) each year to meet state and national safety codes. Checks other athletic equipment and facilities in order to provide maximum safety to participants, coaches and spectators.
- Attends all county-wide Activities/Athletic Directors' meetings when necessary and reports the results to the coaches and Principal in writing.
- Schedules and attends coaches' meetings.
- Promotes cooperation between and in all sports.

MINIMUM QUALIFICATIONS:

- Bachelor's degree.
- Valid Florida teaching certificate.
- Two (2) years teaching, coaching and/or athletic management experience.
- Must be mobile to supervise athletic fields, tracks, gymnasiums, etc.
- Must possess a valid state driver's license and/or obtain a Florida driver's license within 30 days of hire or promotion.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Performs related work as required.
- May be required to operate a motor vehicle in performance of assigned tasks.
- Should be an expert in use of and trouble-shooting of the PA system in the gymnasium.
- Thorough knowledge of School Board and FHSAA rules and relations regulations related to sports activities.
- General knowledge of School Board and FHSAA rules and regulations related to sports activities.
- Holds and maintains valid First Aid, CPE/AED certification.
- General knowledge of business mathematics.
- Skilled in both written and oral communications for effective expression and clarity.
- Ability to issue and follow oral and written instructions.
- Ability to supervise activities on athletic fields, tracks, and gymnasiums.
- Establish and maintain effective working relationships with supervisor, support staff and other departments position interacts with.
- Ability to analyze, organize and review work for efficient results and accuracy.
- Performs duties with consistent courtesy and tact in the best interest of the public.
- Ability to exercise sound judgement and make independent decisions in accordance with established policies and procedures.
- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the School's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- educational interests of students in mind at all times.

REPORTS TO: Principal

OTHER JOB FUNCTIONS:

- Bilingual skills encouraged.

EXERTION TYPE:

- Medium Work. Position requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.

OTHER PHYSICAL REQUIREMENTS: The following selected physical activities are required to perform the essential functions of this position. **The physical requirements of this position.**
(Please check all boxes that apply)

Physical Requirement	Description	Percent of Time
Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	80%
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	20%
Crawling	Moving about on hands and knees or hands and feet.	10%
Crouching	Bending the body downward and forward by bending leg and spine.	20%
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	20%
Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	20%
Grasping	Applying pressure to an object with the fingers and palm.	20%
Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
Kneeling	Bending legs at knee to come to a rest on knee or knees.	20%
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	40%
Pulling	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	40%

Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	40%
Reaching	Extending hand(s) and arm(s) in any direction.	40%
Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	60%
Seeing	The ability to perceive the nature of objects by the eye.	100%
Sitting	Particularly for sustained periods of time.	40%
Standing	Particularly for sustained periods of time.	40%
Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	30%
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	40%



Charter School Athletic Director

Class Code:
CS138000

Bargaining Unit: NON-BARGAINING
EMPLOYEE

CITY OF CAPE CORAL
Established Date: Feb 12, 2013
Revision Date: Jan 18, 2018

SALARY RANGE

\$40,000.00 - \$57,000.00 Annually

GENERAL STATEMENT OF JOB:

Under the general supervision of the Supervisor, Athletics and Physical Education or Principals, establishes and monitors all activities and athletic programs in the school system. Performs related work as required.

Individuals assigned to this classification must report to work per their assigned schedule.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Establishes and monitors eligibility procedures for athletic and activity participants. (This includes FHSA eligibility, physicals, insurance forms or insurance waivers, parental consent, and student grade reports.) Student eligibility must be determined prior to student conditioning before a sport season.

Adheres to school policies and procedures.

Makes arrangements for participant physicals; and recruits a team doctor and athletic trainers. Arranges for a physician or athletic trainer to be present at home football games and informs the principal who the person is. Confirms that a physician or athletic trainer will be present at any away football game, provided by the hosting school.

Establishes procedures for scheduling activity/athletic contest and events. (This shall include completing contracts, publishing schedules, and scheduling and requesting team transportation.) If a senior recognition is to take place at a game, that date and time shall be published on the schedule. Principal and Webmaster will be notified immediately if a change has been made in a schedule. If a game or practice is cancelled, students and coaches are to be notified immediately.

Arranges school-sponsored transportation to practices and competitions, making sure students do not drive themselves or get transported by unauthorized persons.

Makes the necessary arrangements for home contests such as: field preparation, lining the field, securing officials, down marker crews, ticket takers and sellers, scoreboard operators, announcers, ambulance service, necessary arrangement for visiting teams, assist in supervising the activity, and handle inappropriate fan behavior. Local police security should be scheduled for all home football games and basketball games if high attendance is expected. Principal should be notified of the officer's name prior to the end of the school day. Athletic Director should be present at all home contests in our gym and for all football games, home and away. Presence at other competitions can be flexibly scheduled with principals.

Create and secure a clear, written agreement with the Cape Coral Parks and Recreation Department for Storms Complex, Jim Jeffers, Cape Coral Sports Complex, and BMX Park for the issuing of keys, security plans, rain plans, lightning shelter plan for both home and away teams. AD will monitor and issue lightning meters and review safety procedures with all coaches. Announcers will be provided with the inclimate weather program that will be read before each game.

Supervises the financial affairs of the Activity/Athletic programs, which includes procedures for athletic budgeting, equipment purchases, ticket sales, maintenance and security of facilities and equipment, and fundraisers.

Works with the bookkeeper and follows established internal accounting procedures in collecting money and purchasing.

Abides by and enforces School Board and FHSAA policies on tobacco, alcohol, and drugs.

Stresses good sportsmanship, leadership, respect for school, our school system, respect for teachers, administrators, and adults, fair play, and academic success.

Reports, in writing, all violations/removals (player/coach) to the Principal by the following morning.

Assists the Principal and Head Coach in organizing a coaching staff and identifying coaching responsibilities and expectations. Coaches must be approved by principals prior to offering position and hire.

Provides each coach and lay coach (volunteer) with appropriate information concerning FHSAA rules, certification procedures, coaching and rules clinics, student transportation guidelines, and district/regional meetings. Reports the results to the Principal in writing. Requires documentation of all coaches' certifications before season begins.

Establishes written guidelines for Activity/Athletic awards, with approval of the principal, publishes the guidelines, makes arrangements for their presentation, and organizes and supervises awards banquets and/or ceremonies. Will coordinate with principal on pep rallies.

Will maintain the schools' athletic manual.

Coordinates all Activities/Athletic programs with booster clubs and other organizations which include the following: financial agreements, concessions, programs, and parking. Attends all related meetings, and reports, in writing, to the Principal all dates, projects, and concerns; and receives permission from the Principal prior to implementation of any project.

Attends staff meetings and serves on staff committees as deemed necessary.

Establishes and maintains cooperative relationships with others.

Checks out, collects, and maintains an athletic inventory of uniforms and equipment. Reconditions all athletic equipment that is of questionable quality (helmets, shoulder pads, etc.) each year to meet state and national safety codes. Checks other athletic equipment and facilities in order to provide maximum safety to participants, coaches, and spectators.

Attends all county-wide Activities/Athletic Directors' meetings when necessary and reports the results to the coaches and Principal in writing.

Schedules and attends coaches meetings.

Promotes cooperation between and in all sports.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

May be required to operate a motor vehicle in performance of assigned tasks.

Should be an expert in use of and trouble shooting of the PA system in the gymnasium.

MINIMUM QUALIFICATIONS:

Bachelor's degree required. Must hold a valid Florida teacher certification covering appropriate area of responsibility. Must have two (2) years teaching, coaching and/or athletic management experience. Must possess a valid state driver's license and obtain a Florida drivers license within 30 days of hire or promotion.

Alternatives to the above qualifications can be made by the Board as they find appropriate and acceptable.

ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES:

Has thorough knowledge of School Board and FHSAA rules and regulations related to sports activities.

Has general knowledge of report, accounting, and record-keeping principles and techniques.

Holds valid First Aid, CPR/AED certification.

Terms of Employment: 190 days

Has general knowledge of business mathematics.

Is skilled in both written and oral communications for effective expression and clarity. Is able to issue and follow oral and written instructions. Bilingual skills encouraged.

Is able to supervise activities on athletic fields, tracks, and gymnasiums.

Is able to establish and maintain effective working relationships with supervisor, support staff and other departments position interacts with.

Is able to analyze, organize and review work for efficient results and accuracy.

Is able to perform duties with consistent courtesy and tact in the best interest of the public. Is able to exercise sound judgment and make independent decisions in accordance with established policies and procedures.

MINIMUM STANDARDS REQUIRED:

Physical Requirements: Tasks involve some walking, standing; some unassisted lifting, carrying, pushing and/or pulling of moderately heavy objects up to 50 pounds. Tasks may involve extended periods of visual concentration.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of documentation, accounting, and applications.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments or directions.

Language Ability: Requires the ability to read a variety of materials relevant to municipal policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.

Intelligence: Requires the ability to apply principles of rational systems; to solve practical problems and deal with a variety of concrete variables in situations where standardization exists. Requires the ability to utilize short- to long-term planning principles and techniques.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to issue and follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to add, subtract, multiply, and divide; calculate decimals and percentages; compute discount, profit and loss, ratio and proportion; and interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing modern office equipment.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Includes considerable public contact, and potential confrontational situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

Environmental Requirements: Tasks are generally performed with some exposure to adverse environmental conditions, i.e., dirt, cold, rain, and fumes.



The School District of Lee County

Job Description

JOB TITLE: Athletic/Activities Director (High School)

FLSA STATUS:	Exempt	PAY GRADE:	Supplemental
SALARY SCHEDULE:	Instructional	JOB CODE:	Supplemental
BARGAINING UNIT:	TALC	DAYS PER YEAR:	Supplemental
WORKER'S COMP CATEGORY:	8868 - School Professionals		

MAJOR FUNCTION:

Establish and monitor an Activities/Athletics program in the school.

MINIMUM QUALIFICATIONS:

- Valid Florida teaching certificate.
- Current employee of the School District of Lee County.
- Must be mobile to supervise athletic fields, tracks, gymnasiums, etc.

Such alternatives to the above qualifications as the Board may find acceptable.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of and experience with teaching, coaching, and athletic management.
- Communication, verbal, written, telephone, interpersonal, computer, and office management skills.
- Knowledge of First Aid and CPR.

REPORTS TO: Designated Supervisor or Designated Administrator

ESSENTIAL JOB FUNCTIONS:

- Establish and monitor eligibility procedures for athletic and activity participants, to include FHSAA eligibility, physicals, insurance forms or insurance waiver, parent consent, and student grade reports.
- Make arrangements for physicals and recruit a team doctor and athletic trainers.
- Establish procedures for scheduling activity/athletic contests and events, including completing contracts, publishing schedules, and scheduling and requesting team transportation.
- Make the necessary arrangements for home contests such as field preparation, lining the field, securing officials, down marker crews, ticket takers and sellers, scoreboard operators, announcers, ambulance service, necessary arrangements for visiting teams, assist the administration in supervising the activity (crowd control), and local police assistance.
- Supervise the financial affairs of the Activity/Athletic program, which include procedures for athletic budgeting, equipment purchases, ticket sales, maintenance and security of facilities and equipment, and fund raisers.



The School District of Lee County

Job Description

- Work with the bookkeeper and follow established internal account procedures in collecting money and purchasing.
- Abide by and enforce School Board and FHSAA policies on tobacco, alcohol, and drugs.
- Stress good sportsmanship, leadership, respect for school, respect for teachers and adults, fair play, and academic success.
- Report in writing all violations/removals (player/coach) to the Principal within one workday following the offense.
- Assist the Principal and Head Coach in organizing a coaching staff and identifying coaching responsibilities and expectations.
- Provide each coach and lay coach with appropriate information concerning FHSAA rules, certification procedures, coaching and rules clinics, and District/regional meetings, and report the results to the Principal in writing.
- Establish written guidelines for Activity/Athletic awards, publish the guidelines, make arrangements for their presentation, and organize and supervise awards banquets and pep rallies.
- Coordinate all Activities/Athletic programs with booster clubs and other organizations, which include financial agreements, concessions, programs, and parking. Attend all such meetings and report in writing to the Principal dates, projects, and concerns and receive permission from the Principal prior to implementation of any project.
- Check out, collect, and maintain an athletic inventory of uniforms and equipment.
- Recondition all athletic equipment that is questionable (helmets, shoulder pads, etc.) each year to meet state and national safety codes. Check other athletic equipment and facilities in order to provide maximum safety to participants, coaches, and spectators.
- Attend all county-wide Activities/Athletic Director's meetings and report the results to the coaches and Principal in writing.
- Schedule and attend coaches meetings.
- Promote cooperation between and in all sports.
- Adhere to District policies and procedures.

OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.



The School District of Lee County

Job Description

- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

EXERTION TYPE:

- Medium work. Position requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

The physical requirements of this position. (Please check all boxes that apply)		
Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	80%
<input checked="" type="checkbox"/> Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	20%
<input checked="" type="checkbox"/> Crawling	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> Crouching	Bending the body downward and forward by bending leg and spine.	20%
<input checked="" type="checkbox"/> Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	20%
<input checked="" type="checkbox"/> Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	20%
<input checked="" type="checkbox"/> Grasping	Applying pressure to an object with the fingers and palm.	20%
<input checked="" type="checkbox"/> Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> Kneeling	Bending legs at knee to come to a rest on knee or knees.	20%
<input checked="" type="checkbox"/> Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	40%
<input checked="" type="checkbox"/> Pulling	Using upper extremities to exert force in order to draw, haul, or tug	40%



The School District of Lee County

Job Description

	objects in a sustained motion.	
<input checked="" type="checkbox"/> Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	40%
<input checked="" type="checkbox"/> Reaching	Extending hand(s) and arm(s) in any direction.	40%
<input checked="" type="checkbox"/> Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	60%
<input checked="" type="checkbox"/> Seeing	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> Sitting	Particularly for sustained periods of time.	40%
<input checked="" type="checkbox"/> Standing	Particularly for sustained periods of time.	40%
<input checked="" type="checkbox"/> Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	30%
<input checked="" type="checkbox"/> Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
<input checked="" type="checkbox"/> Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	40%

TERMS OF EMPLOYMENT:

Work year and salary as established by the Board and the TALC bargaining unit through the collective bargaining process.

JDE NUMBER: S-35.02

BOARD ADOPTION: 5-30-02

REVISIONS: 7-31-18

REVIEWED: COMPENSATION & LABOR RELATIONS WILL COMPLETE

Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.