



POSITION DESCRIPTION ATHLETIC DIRECTOR THE LAKESIDE SCHOOL

The full-time Athletic Director reports to the Head of School and is responsible for developing, managing, and supervising the school's physical education and athletic programs. These duties include, but are not limited to the following:

Primary Duties and Responsibilities

- Develop, manage, and supervise developmentally appropriate athletic and PE programs in line with the school's overall educational mission and goals and accessible to all students.
- Work with the leadership team to continue to innovate and develop a strategic vision for athletics at The Lakeside School
- Monitor enrollment numbers for classification purposes and communicate with the Head of School and Admissions Director regarding admission of all new student athletes.
- Represent The Lakeside School in all AISA and athletic associations, and attend all meetings.
- Schedule all athletic contests for the school's athletic teams in conjunction with coaches and submit to Head of School for approval
- Ensure that all coaching positions are filled with competent and properly trained coaches.
- Supervise, develop, and evaluate all coaches.
- Prepare and implement the annual departmental budget.
- Oversee the distribution, collection, storage, upkeep, and replacement of all school athletic uniforms and equipment.
- Ensure that athletic fields and facilities are prepared for hosting athletic contests.
- Communicate with both students and parents regarding appropriate expectations for each level of competition.

- Ensure that all athletic equipment, facilities, fields, and courts are safe for daily use.
- Report athletic achievements for both individuals and teams to the Head of School.
- Maintain accurate records of team and individual athletic statistics and accomplishments.
- Organize coaches' meetings at the beginning of each season to review expectations, guidelines, and rules of play.
- Distribute a monthly facility schedule so coaches can plan practices accordingly.
- Schedule transportation for all away athletic contests and ensure that all drivers maintain proper certifications.
- Secure the necessary number of qualified officials for each home contest.
- Develop a Lakeside Athletic handbook.
- Distribute and review the Lakeside Athletic Handbook to team parents each season.
- Monitor athlete grades of athletes at the mid-nine weeks and nine weeks mark.
- Work with coaches to ensure that approved team spirit wear is available.
- Order and distribute athletic apparel for coaches and athletes.
- Update athletic website pages with schedules, locations, and results of all interscholastic games.
- Ensure that all student-athletes have turned in required forms/paperwork and completed the sportsmanship course.
- Maintain student health records in the Admissions office, ensuring that required information is disseminated to all coaching staff as required.
- Coordinate awards activities for all team sports; purchasing awards and team sports photos.
- Serve as faculty liason for Chiefs Club.
- Perform other duties as determined by the Head of School.