

**LAKWOOD CITY SCHOOLS
ATHLETIC DIRECTOR
DUTIES AND RESPONSIBILITIES**

GENERAL RESPONSIBILITIES

ACTIVITY
Scheduling Lakewood High School Athletic Events for 42 teams
Scheduling Harding Middle School Athletic Events 12 teams
Scheduling Garfield Middle School Athletic Events 12 teams
Supervise three club sports (Bowling, Girls and Boys Rugby)
Supervise 69 Lakewood High School Coaches
Supervise 32 Harding and Garfield Middle School Coaches
Supervise over 20 volunteer coaches
<ul style="list-style-type: none"> • Coaching credentials • Upkeep of personnel files • Collection of participation forms • Collecting team rosters • Keeping coaches informed on updated OHSAA rules • Keeping coaches informed of SWC updated rules
Supervise two Lakewood High School Game Managers
<ul style="list-style-type: none"> • Attends athletic contests in place of Athletic Director • Helps coordinate OHSAA tournament games • Helps supervise athletic event staff
Supervise one Middle School Game Manager for both Middle Schools
Supervise one Athletics and Activities Secretary
Reminding counselors of OHSAA eligibility requirements and NCAA requirements
Submit permits for district events, practices and games
Manage District Athletic accounts that total over \$330,000.00 annually (District Managed)
Purchase uniforms for the athletic teams at LHS, GMS and HMS
Attend all home and away football games
Share responsibility of attend Ice Hockey, Girls and Boys basketball games with building principals
Keep accurate records of athletic statistics and team history
Check eligibility of all students participating in athletics grade 7-12
Coordinate a study table for athletes
Stage College Signing Day for Athletes accepting athletic scholarships in May
Update District website
Work with LHS Boosters to assign teams to work the concession stands
Collect bus request forms from coaches and organize transportation for athletic teams

PROFESSIONAL MEMBERSHIP AND MEETINGS

ACTIVITY
NIAAA National Interscholastic Athletic Administrators Association

OIAAA Ohio Interscholastic Athletic Administrators Association
NEOIAAA Northeast Ohio Interscholastic Athletic Administrators Association
OHSAA Ohio High School Athletic Association
Attend Southwestern Conference Athletic Directors meetings for High School (at Radisson North Olmsted)
Attend Southwestern Conference Middle School Athletic Directors meetings (at Ziggy's in Amherst)

DISTRICT MEETINGS

ACTIVITY
Meet with the High School Principal weekly
Meet with the Middle School Principals when needed
Attend requested parent meetings
Attend Board of Education meetings when requested
Meet with the LHS Athletic Boosters Monthly and as requested
Meet with the Coordinator of the Lakewood Recreation Department weekly or bi-weekly

OHSAA RESPONSIBILITIES

ACTIVITY
Hold 3 pre-season OHSAA athletic meetings for parents
Hold 3 pre-season OHSAA athletic meetings for coaches
Coordinate staff for OHSAA Tournament games
Complete all forms needed to meet OHSAA bylaws and exceptions
Schedule all events on OHSAA scheduling website
Vote on OHSAA officials performance after each home athletic contest
Vote for OHSAA officials to work post season tournaments
Submit an updated list of school sponsored sports to the OHSAA annually and submit Tournament Entry
Direct coaches to attend preseason rule interpretation meetings

BUILDING / DISTRICT ACTIVITIES

ACTIVITY
Attend AD Staff meetings as requested
Collect ODE Pupil Activity Permits for all Student Activity Supervisors
Coordinate with the Band Director for the Homecoming Presentation

MANAGED EVENTS

ACTIVITY
Manage the Ranger Relays Track Meet
Manage OHSAA Football playoffs
Manage OHSAA DI Track and Field District
Manage OHSAA DI Girls and Boys Basketball Sectional/District
Manage OHSAA DI Girls and Boys Soccer Sectional
Manage OHSAA DI Girls Volleyball Sectional

HONORS, AWARDS, OFFICES HELD, PUBLICATIONS

ACTIVITY
Lakewood Athletic Booster Member
NEDAB Northeast District Athletic Board Member until 2021.

COMPLETION OF ADDITIONAL EDUCATION

Additional Coursework, College/University
Completed NIAAA Course work for CMAA certification
Additional Course work to be completed for ODE Licensure renewal 2021

PROFESSIONAL MEMBERSHIP AND MEETINGS

ACTIVITY
Attend the OIAAA Ohio Interscholastic Athletic Administrators Association conference
Attend the NEOIAAA Northeast Ohio Interscholastic Athletic Administrators Association conference
Attend the NIAAA National Interscholastic Athletic Administrators Association conference every other year or as budget permits
Attend the OHSAA Student Leadership Conference
Attend OHSAA legal update conference