

**NORWELL PUBLIC SCHOOLS  
NORWELL, MASSACHUSETTS 02061**

**JOB DESCRIPTION**

**POSITION:** Athletic Director - Norwell High School

**GENERAL DUTIES:** Under the general supervision of the high school principal, the Athletic Director will provide overall leadership for the Athletic Department and has responsibility for student-athlete programming and activities, as well as budgets within the Athletic Department. The Athletic Director is responsible for the supervision and evaluation of all professional and non-professional staff assigned to him/her.

**REPORTS TO:** Principal of Norwell High School

**QUALIFICATIONS:**

1. Five or more years of successful teaching, coaching, or athletic management experience;
2. Demonstrated leadership ability as demonstrated through head coaching or other leadership roles as an educator or coach desirable;
3. Ability to work flexible hours and days as determined by the needs of the athletic programs;
4. Possess exemplary speaking, writing, and presentation skills;
5. Possess a valid driver's license;
6. Demonstrated ability to perform the responsibilities below as evidenced by course work, training, educational and coaching experience, professional and work experience, and the interview process;
7. Hold or be eligible for Massachusetts Department of Education license as a secondary teacher (preferred); license as a secondary principal/assistant principal or supervisor/director (preferred); or hold or be eligible for a national athletic administrator certification (preferred); and
8. A Master's degree or higher in educational administration or a related field (preferred)

**GENERAL RESPONSIBILITIES:**

1. Independently lead, organize, and administer the overall program of interscholastic co-curricular high school athletics including assuring that all legislation regarding athletic activities, as well as the *Athletic Handbook*, is carried out by Norwell Public Schools Athletic Department and coaching staff;
2. Serve as a model and steward of Norwell High School's athletic philosophy and coordinate with coaches to ensure consistent adherence to the philosophy across the Athletic Department's teams;
3. Provide continuous and proactive two-way communication with the athletic community regarding events, scheduling, and programmatic updates, and work with coaches to ensure consistent, ongoing, and timely communication across the Athletic Department's teams;
4. Ensure compliance with all relevant school and athletic policies, procedures, and regulations including the Rules and Regulations of the Massachusetts Interscholastic Athletic Association, Norwell School Committee policies, Norwell High School rules, and Title IX;
5. Independently execute all processes and procedures relative to recruitment and selection of coaching candidates and make recommendations to the high school principal and superintendent of schools;
6. Direct, supervise, and evaluate the performance of coaches, and make recommendations for the renewal of coaches' contracts in accordance with School Committee Policy;
7. Direct and supervise the athletic training personnel;
8. In collaboration with the high school administration and coaches establish annual and/or seasonal goals and expectations for the athletic program as well as individual teams;
9. Independently plan, provide and/or recommend programs for the professional growth and development of staff;

10. Implement and administer student-athlete leadership development activities;
11. Contract all game officials, including those assigned by the South Shore League, and coordinate parking, security, medical/emergency coverage, transportation, and other needed services;
12. Act as site manager for all home contests and for all league and tournament playoff activities that are assigned to Norwell High School, and manage scheduling and transportation for all off-site events;
13. Assume responsibility for organizing, scheduling, and publicizing all interscholastic athletic events including determining when cancellation or postponement of contracted contests is necessary because of non-playing conditions;
14. Assist the administration with building-based student supervision, during, before and/or after school, including locker room and weight room supervision;
15. Verify scholastic eligibility of all candidates for athletic teams on a term basis, and certify their eligibility on the proper state and district forms;
16. Serve as liaison between student-athletes, coaches, and collegiate programs, ensures compliance with the National Collegiate Athletic Association (NCAA) rules, and coordinates on-site visits by college coaches;
17. Keep records of game results, maintains files of annual awards and recognition to the athletic program participants;
18. Develop and organize processes and procedures for the selection of the athletic team award recipients;
19. Attend and serve as school liaison at all Norwell Boosters' meetings, and partner with the Boosters to promote a community presence for school pride, team support, and fan/community interaction;
20. Prepare and administer the athletic program budget including maintaining an inventory of sport-specific capital assets that includes expected remaining lifetime, prioritize sport-specific capital needs and solicit estimated replacement costs, and provide timely financial forecasts on athletic reports as required by the Director of Finance, Operations & Technology;
21. Administer a formal athletic training program and strength and conditioning program that promote student-athletes' physical development in a safe and supportive fashion;
22. Provide for the cleaning, repairing, and storing of all athletic equipment, maintain an up to date inventory of athletic equipment, maintain uniform and capital equipment cycles;
23. Coordinate with Facilities and/or Tree and Grounds Department personnel for the repair and maintenance of all athletic fields, track, and gymnasiums, and make recommendations for improvements;
24. Coordinate with the Principal and recreation director regarding school and non-school use of all Norwell Public Schools athletic facilities, including rentals;
25. Maintain an active program that promotes sportsmanship and welcomes the competing teams and guests;
26. Attend South Shore League athletic director and principal-athletic director meetings;
27. Attend athletic events regularly;
28. Make necessary arrangements for use of all playing fields and facilities for interscholastic athletic programs;
29. Serve as a liaison between the high school athletic program and the town's youth athletic programs; and
30. Perform other duties as assigned by the Superintendent of Schools or designee.

**TERMS OF  
EMPLOYMENT  
AND EVALUATION:**

Beginning and ending at the appropriate times and within the confines of each athletic season. Salary is as determined by the Collective Bargaining Agreement between the Norwell School Committee and the Education Association of Norwell. Evaluation is in accordance with the policy delineated in the NHS Athletic Department Handbook.

This is a 12-month position; salary range: \$85,000 -- \$105,000, depending on qualifications and experience.

Approved By: \_\_\_\_\_



Matthew A. Keegan  
Superintendent of Schools

Date: March 18, 2019

Reviewed and  
Agreed to By: \_\_\_\_\_

Date: \_\_\_\_\_, 2019

**EQUAL OPPORTUNITY EMPLOYER**

*Norwell Schools does not discriminate on the basis of race, color, religious creed, national origin, gender, gender identity, age, ancestry, pregnancy or pregnancy-related condition or disability in its admission or access to, or treatment or employment in its programs and activities.*

**NORWELL PUBLIC SCHOOLS: 21<sup>st</sup> Century Schools for 21<sup>st</sup> Century Students**

