

Tekoa/Rosalia- ATHLETIC DIRECTOR

RESPONSIBILITIES (Revised 7/2020)

Daily

- Check and respond to emails (responding is important)
- Daily weather conditions (will it affect an event)
- Transportation schedule- communicate to schools, main secretaries and transportation coordinators. If not enough drivers for shuttle then SOP for drivers to drive full route to drop off and pick up athletes and coaches.
- On Home game days, make sure all home game duties are filled. Such as: Programs, Scoreboard, Operators, Facilities, etc.
- Officials scheduled and rooms for officials- Communicate with officials about special events. (Senior night, homecoming, etc.)

Weekly

- Confirm officials one week in advance in "Arbiter."
- Confirm game schedules with other schools one week in advance with the other school's AD.
- Confirm info on Arbiter (coaches input scores, AD updates rosters) Any changes to the game schedules need to be communicated to Rosalia and Tekoa Principals/offices ASAP. (Contact should be made with person/people in charge of website updates in both districts.)
- Get all information to Diane from AD or Principal- ASAP for shuttle and game day transportation schedule.
- Confirm issues if the shuttle will need the buses to travel full distance to other town due to lack of driver: SOP established and coaches understand.
- Confirms with counselor/principals that athletes are academically eligible and talks with those athletes that might need assistance.
- Confirm transportation schedule.
- Confirm rosters are sent and/or received for programs to other schools

Monthly

- Attend District 9 meetings. (Walla Walla or Zoom)
- Attend Whitman County JH AD meetings. (Colfax)
- Check TR status with WIAA
- Check coaches current first aid and concussion protocol
- Evaluate Head Coaches at the end of the season
- All required paperwork is completed on time.
- Check on any changes in general school information.
- Distributes and collects a parent survey to aid in the evaluation process.
- Coaches evaluated at the end of the season. (AD evaluates head coaches, head coaches evaluate the assistant coaches.)
- Hire coaches for the next season as per stipulated in agreement on page 3.
- Attend monthly school board meetings in Tekoa and Rosalia