

## Charter Schools and Athletic Director

Reports to the Assistant Superintendent of Curriculum and Instruction

Length of Contract is 120 Days

Minimum requirement of a Bachelor's Degree with an educational certification. Preference for candidate to have athletic administrative and/or coaching experience.

### CHARTER SCHOOLS

Track Charter School applications and coordinate RCS responses to those applications.

- Track legal requirements and changes related to charter schools for Rutherford County Schools.
- Communicate with charter schools concerning their compliance with RCS and statutory requirements.

### ATHLETIC DIRECTOR

The essential functions of the position within the organization is to direct, lead, and oversee Rutherford County interscholastic athletic programs for TSSAA and system compliance.

- Provide oversight, training, and guidance to principals and coaches for TSSAA and statutory compliance and coach's code of ethics.
- Review athletic eligibility determinations for RCS /TSSAA compliance and communicate with principals and coaches those findings.
- Review student athletic physicals for compliance and follow up with any warranted notifications.
- Assist with the development of intra system athletic competition schedules for all applicable grade levels and sports.
- Assist in the development of salary supplement recommendations to be carried to the Board for approval and funding.
- Develop, design, and review system policies, procedures, practices, and information bulletins.
- Evaluate athletic facilities needs and recommend appropriate facilities development and maintenance to the Assistant Superintendent for Engineering and Construction.
- Monitor new and proposed legislation having potential impact on assigned programs and communicate findings to the appropriate system personnel.
- Assist the Instruction Department in determining compliance for credit courses in physical education wellness.
- Responds to telephone calls, emails, and mail communication from teachers, parents, administrators and others.
- Investigate allegations related to recruitment, illegal practice, out of zone attendance or other violations of TSSAA and RCS policy and report to the Director of Schools.
- Oversee compliance of Non-Faculty Volunteer Coach procedures and recommendations for Board approval.
- Perform related duties as assigned.

### SAFETY

To assist the RCS safety designee with inspections, follow-ups, monitoring of required drill logs, and other safety related measures.