

**FORT SCOTT COMMUNITY COLLEGE**  
**Position Description AT09**

**NAME:** \_\_\_\_\_ **JOB TITLE:** Athletic Director  
**DIVISION/DEPARTMENT:** Athletics **RESPONSIBLE TO:** President  
**MONTHS PER YEAR:** 12 **HOURS PER WEEK:** Exempt **DATE:** 3/2024

**CREDENTIALS:**

- Bachelor's Degree required; Master's Degree strongly preferred
- Knowledge of athletic program management, athletic finances, National Junior College Athletic Association (NJCAA) eligibility, and facility operations
- Fundraising experience
- Ability to work effectively with students, faculty, administration, coaching staff, maintenance personnel, and community members
- Experience with budget planning and finances
- Familiarity with specifications regarding materials, markings, operation and replacement costs of athletic facilities
- Excellent verbal and written communication skills
- Experience managing multiple areas, requiring focus on the overall good of the whole
- Knowledge of Title IX
- Previous college playing and coaching experience preferred
- Experience as athletic director or in athletic administration preferred
- Experience in Kansas Jayhawk Community College Conference (KJCCC) preferred

**JOB PURPOSE:** Responsible to the President for all matters of intercollegiate athletics

**SUPERVISORY DUTIES:** Supervises athletic coaches, administrative assistant, and work study students. Duties include hiring, training, recommending and approving salary changes, taking disciplinary actions, assigning work, establishing work unit budget, recommending personnel changes and serving on various committees at the discretion of the President.

**RESPONSIBILITIES:**

- Administer overall athletic program
- Facilitate long term plan for the college athletic department
- Promote athletic program with students, faculty/staff, and community; coordinate dissemination of information regarding athletic activities
- Represent the athletic department on administrative and accreditation committees
- Promote and follow NJCAA and KJCCC rules and regulations regarding athletic eligibility/responsible for all athletic eligibility compliance
- Oversee all scholarship eligibility matters working with Athletics' Administrative Assistant and coaching staff
- Develop budget and approve expenditures of all coaches
- Interview and recommend for hiring staff in department following college hiring policy

- Evaluate performance of those functions under area of responsibility
- Secure appropriate insurance coverage for athletes in coordination with college administration
- Represent college at local, regional and national level on athletic matters
- Working with the head coaches, schedule and coordinate all intercollegiate athletics sponsored by the college
- Supervise injury reports of athletes
- Mentor new head coaches
- Communication to KJCCC athletic directors and coaches for visiting teams
- Game Day manager for all home sporting events
- Schedule, supervise, oversee game day workers, including payment
- Attend and administer all FSCC game days for all sports
- Responsible for the creation and coordination of college athletics fundraising activities
- Create and post sports information articles on athletic website
- Other duties as assigned

All job descriptions are subject to revision based on changing needs of the college.