

Our district currently has an opening for an athletic director, and Assistant Superintendent Paul Otten is heading a committee to find the most qualified person to fill that position.

The athletic director has a unique job in our school district. When the position recently came open due to a resignation I know some people may have thought we shouldn't fill it, to save money. I would like to outline the many duties an athletic director has and how important they are.

The A.D. (as the person is commonly known) is someone capable of building pride in the Fairfield athletic program. That involves doing a lot of things well. They include:

Working to ensure the safety and well being of all participants in the athletic program, including players, coaches, trainers, student managers, officials, and spectators.

Scheduling all sports contests, officials, and transportation for the athletic program for the high school.

Hiring – and retaining – quality coaches.

Creating the athletic department budget for grades 10-12, and coordinating the athletic budgets for grades 7-9.

Coordinating the security for athletic events and supervising home and away athletic events, with the support of high school administrators and site managers. (The athletic director also trains the site managers.)

Overseeing all our athletic facilities – Fairfield Stadium, the Arena, and all our other fields, courts, tracks, gyms, etc. It also includes our new weight-training complex at the high school. (I'd like to note that private funds made the new facility possible, but there is still a significant amount left to pay on it. Contributions are greatly appreciated. They go to the Fairfield Community Foundation, in the city building.)

Working to ensure the athletics is a positive experience for our students. This isn't always easy. Not every student makes a varsity team, and not every player on the team can start. It can lead to frustration and conflict for both students and parents. A.D.'s everywhere will tell you it's a part of the job can be exceptionally demanding.

Ensuring that the High School, Freshman School, and Middle School athletic programs are operated in compliance with our Board of Education policies, as well as all rules and regulations of the Greater Miami Conference, the Ohio High School Athletic Association, Ohio law and the federal Title IX code.

Reviewing and approving all purchases made by the athletic department. Managing all the gate receipts and other cash that comes in at sports events. Supervising the maintenance, the issuing, and the inventory of all athletic equipment. Overseeing the

preparation of district facilities and equipment for each contest and tournament.  
Reviewing the use of athletic facilities and equipment by outside organizations.  
Evaluating all our head coaches annually, and reviewing all the evaluations of our other coaches. Reviewing any disciplinary actions that our coaches might take. Ensuring that all students competing in interscholastic sports meet all the eligibility requirements.

There's even more that I won't detail here, duties that involve recordkeeping in regard to injuries, working with conference and state officials, the media, the Boosters, and others.

And the job is evolving. As we search for a new athletic director, we're also going to be looking for someone who can create and nurture partnerships in the community, to help provide the support and the funds for major facilities like stadiums and turf fields.

It's a great deal of work, and with a very small staff – a part-time assistant athletic director, an athletic trainer, and a secretary.

Athletics can be a major positive experience for our students. We'll be working hard to find the right person for this very key position.

*Published in the Fairfield Echo, Jan. 15, 2009..*