

SMALL SCHOOL ATHLETIC DIRECTOR DUTIES/RESPONSIBILITIES

14-Area Master Responsibility Outline

THE SMALL-SCHOOL ATHLETIC DIRECTOR'S ROLE

Lead a safe, organized, fair, and educational athletic program while coordinating people, schedules, facilities, finances, communication, and compliance. In a small school, the athletic director must turn limited staff and resources into a unified program that serves every athlete and represents the school well.

14 AREAS OF RESPONSIBILITY

1. Program Vision & Philosophy Define the purpose, values, standards, and long-range direction of the total athletic program.	8. Facilities, Fields & Equipment Coordinate access, inspections, maintenance, security, storage, uniforms, and replacement planning.
2. Policies, Rules & Compliance Follow board policy and governing-body rules; maintain handbooks, procedures, and required documentation.	9. Budgeting, Purchasing & Fundraising Build budgets, approve spending, control inventory, manage purchases, and oversee fundraising responsibly.
3. Coaches & Support Staff Recruit, orient, supervise, support, evaluate, and hold coaches and event workers accountable.	10. Transportation & Travel Arrange buses, drivers, departure plans, supervision, lodging, meals, and emergency contacts.
4. Master Scheduling Coordinate seasons, contests, practices, facilities, officials, school events, and unavoidable changes.	11. Communication & Public Relations Keep administrators, coaches, athletes, families, staff, media, and community partners informed.
5. Contest & Event Management Prepare venues, staffing, tickets, security, officials, hospitality, game operations, and post-event closure.	12. Equity, Access & Participation Provide fair opportunities, appropriate resources, respectful treatment, and support across teams and levels.
6. Student Eligibility & Welfare Monitor academics, attendance, conduct, distribution, participation records, and student support needs.	13. Records, Evaluation & Improvement Maintain schedules, contracts, rosters, reports, results, evaluations, and annual program reviews.
7. Safety, Medical & Emergency Planning Coordinate physicals, athletic training, emergency plans, weather protocols, injuries, and return-to-play.	14. Small-School Leadership & Other Duties Cover multiple roles, solve daily problems, protect priorities, and coordinate shared people and resources.

FOUR UMBRELLA CATEGORIES

A. LEADERSHIP & GOVERNANCE	1 Vision & Philosophy 2 Policies & Compliance 13 Records & Improvement 14 Small-School Leadership
B. PEOPLE & STUDENT SERVICES	3 Coaches & Staff 6 Student Eligibility & Welfare 12 Equity, Access & Participation
C. OPERATIONS & SAFETY	4 Master Scheduling 5 Contest Management 7 Safety & Emergency Planning 10 Transportation
D. RESOURCES & PARTNERSHIPS	8 Facilities & Equipment 9 Budgeting & Fundraising 11 Communication & Public Relations

THE ATHLETIC DIRECTOR STANDARD

Make it safe. Make it organized. Make it fair. Make every decision serve students and strengthen the total school program.