

Loogootee Community Schools Athletic Director Rubric

- HE The Highly Effective level is reserved for truly outstanding leadership as described by very demanding criteria
- E The Effective level describes solid, expected professional performance.
- NI Needs Improvement indicates that performance has real deficiencies.
- I Performance at the Ineffective level is clearly unacceptable and needs to be changed immediately.

Domain 1: Professionalism

HE	E	NI	I	
_____	_____	_____	_____	1.1 Implements a written philosophy statement outlining the principles and educational goals of the athletic program. Considers the well-being of the entire student body as fundamental in all decisions and actions.
_____	_____	_____	_____	1.2 Cooperates with the staff and school administration in establishing, implementing and supporting school policies.
_____	_____	_____	_____	1.3 Acts impartially in the execution of basic policies, and the enforcement of the conference, county, and state high school association rules and regulations; implements and maintains all health and sport medical requirements and regulations.
_____	_____	_____	_____	1.4 Implements prudent legal procedures. - Maintains proper records; Verifies coaches' qualifications and certification as necessary; Maintains a perpetual inventory of facility safety evaluations; Maintains a file of all athletic disciplinary actions; Interprets rules and regulations regarding academic eligibility.
_____	_____	_____	_____	1.5 Supports the principle of due process and protects the civil and human rights of all individuals; is knowledgeable and compliant with legal regulation of athletics. Insures the district is well informed and the athletic program is managed according to legal regulations applicable to athletics.
_____	_____	_____	_____	1.6 Organizes, directs and promotes an interscholastic athletic program that is an integral part of the total educational program.
_____	_____	_____	_____	1.7 Fulfills professional responsibilities with honesty and integrity and upholds the honor of the profession in all relations with students, colleagues, coaches, administrators, and the general public.
_____	_____	_____	_____	1.8 Improves the professional status and effectiveness of the position through participation in local, state and national in-service programs and conferences.
_____	_____	_____	_____	1.9 Promotes high standards of ethics, sportsmanship and personal conduct by encouraging administration, coaches, staff, student athletes and community to commit to these high standards.

Domain 2: Administrative Responsibilities

HE	E	NI	I	
_____	_____	_____	_____	2.1 Provides leadership for the athletic department and places it in the proper educational perspective.
_____	_____	_____	_____	2.2 Assists the District and school administrator in securing competent personnel for the athletic staff. Assists, coordinates, and participates as determined by the school administrator, in scheduling and conduct of all athletic staff interviews.
_____	_____	_____	_____	2.3 Prepares and keeps a calendar of school athletic events and communicates this calendar and a list of activities to administration and coaches
_____	_____	_____	_____	2.4 Facilitates schedules and coordinates with school and district administration for all school athletic practices, activities and community usage.
_____	_____	_____	_____	2.5 Makes sure specific criteria are issued to students and coaches explaining the awards given for participation.
_____	_____	_____	_____	2.6 Transmits all pertinent information for state association conferences to the principals, coaches, and district administrators.
_____	_____	_____	_____	2.7 Arranges school board approved transportation for athletic events.
_____	_____	_____	_____	2.8 Resolves conflicts that develop from time to time within the ranks of the athletic department.
_____	_____	_____	_____	2.9 Acts as a tournament manager for all county, conference, and state tournament playoff activities that are assigned to the school district
_____	_____	_____	_____	2.10 Provides a system to maintain permanent records for each sport, such as wins and losses, outstanding records, letterpersons, etc.
_____	_____	_____	_____	2.11 Plans, organizes and supervises all special programs with the cooperation of the booster club, coaches, school and district administrators. -Coordinates award programs, fund raising, pep rallies, gymnasium assemblies, contest intermission activities, special events, some community event activities.
_____	_____	_____	_____	2.12 Coordinates with district administrators, the repair and maintenance of varsity athletic fields, track and gymnasiums, including physical education facilities.

2.13 Attends and serves as school liaison at athletic booster club meetings.

2.14 Assists in the annual review of the athletic policy and staff handbook and makes it available to students and parents.

2.15 Evaluates the program, always seeking ways to improve interscholastic athletics.

2.16 Prepares and obtains signed game contracts for schools and officials.

2.17 Emphasizes to coaches the need for proper player appearance, athletic dress code. Manages use of electronic devices. Enforces sportsmanship and language requirements.

2.18 Completes accurate financial records.

2.19 Makes sure all programs receive equal consideration in determining the athletic budget preparation and distribution.

2.20 Makes sure all programs receive equal consideration in determining the athletic budget preparation and distribution.

2.21 Keeps informed of the rules and regulations of the total athletic program.

2.22 Informs the administration about program directions, problems and achievements.

2.23 Creates and updates written job descriptions for staff members involved with the sports program, clearly explaining responsibilities.

2.24 Performs other duties as the principal and/or district administrator may direct.

Domain 3: Sport Specific Duties

HE	E	NI	I	
_____	_____	_____	_____	3.1 Attends as many contests, meets and events as possible (home and away) and ensures events are properly supervised.
_____	_____	_____	_____	3.2 Examines all equipment and facilities before use.
_____	_____	_____	_____	3.3 Provides dressing rooms for visiting teams and game officials.
_____	_____	_____	_____	3.4 Prepares eligibility lists, rosters as required by the state association, regular game eligibility lists as required by the state association; Prepares all reports to state and conference associations and all entry lists for tournaments and meets within the proper time limits.
_____	_____	_____	_____	3.5 Evaluates each athlete's grades at the end of each grading period.
_____	_____	_____	_____	3.6 Secures parent consent cards, physical cards and medical forms from all participants.
_____	_____	_____	_____	3.7 Informs all coaches of all conference and state rules and regulations.
_____	_____	_____	_____	3.8 Supervises and observes coaching and maintains proper rapport with coaches.
_____	_____	_____	_____	3.9 Provides a system of evaluation and professional growth of coaches.
_____	_____	_____	_____	3.10 Secures all needed personnel for the operation of the athletic program. - Including: game officials, announcers, timekeepers, scorekeepers, ticket sellers, ticket takers, security guards, supervisors, custodians, concessions, support personnel, medical coverage.
_____	_____	_____	_____	3.11 Develops the operational budget and financial procedures for each sport. - Includes: Directs the sale of tickets for all athletic contests; collects all monies from athletic contests and deposits in appropriate accounts; prepares and issues all vouchers for disbursement of funds from the athletic budget.
_____	_____	_____	_____	3.12 Procures and maintains equipment. - Provides a system for the purchase, storage, repair, cleaning, distribution and collection of athletic equipment in cooperation with the coaches; establishes procedures for proper use of materials, supplies, and equipment.

3.13 Develops community relations. - Creates publicity for all interscholastic sports brochures, press releases and radio airplay, etc. for all schools at athletic events; Supervises radio and television broadcasts; Assists or coordinates the use of all facilities by groups outside the school; Arranges for emergency personnel and procedures for all home athletic events; Sends reminders of upcoming events to schools, game officials and news media; Supervises and coordinates activities of cheerleaders with the athletic program; Coordinates participation of school band with the athletic program.

Evaluation Summary Page

Athletic Director's name: _____

School year: _____

Evaluator: _____

Position: _____

RATINGS ON INDIVIDUAL DOMAINS:

Domain 1: Professionalism	Highly Effective	Effective	Needs Improvement	Ineffective
Domain 2: Administrative Responsibilities	Highly Effective	Effective	Needs Improvement	Ineffective
Domain 3: Sport Specific Duties:	Highly Effective	Effective	Needs Improvement	Ineffective
OVERALL RATING:	Highly Effective	Effective	Needs Improvement	Ineffective

COMMENTS BY SUPERVISOR:

COMMENTS BY ATHLETIC DIRECTOR:

Evaluator's signature: _____

Date: _____

Athletic Director's signature: _____

Date: _____

(The Athletic Director's signature indicates that he or she has seen and discussed