



WELLSVILLE LOCAL SCHOOL DISTRICT

Vacancy

POSITION: Athletic Director

**CERTIFICATION/
LICENSURE:** Current Valid Pupil Activity Permit

SCHOOL YEAR: 2026-2027

CONTACT: Kyle Exline, Superintendent

DATE OF POSTING: June 30, 2026

**DEADLINE FOR
APPLICATION:** Until Position is filled
Send cover letter, resume and credentials to:
Kyle Exline, Superintendent
472 14th St
Wellsville, OH 43968
kexline@wellsville.k12.oh.us

Athletic Director Job Description

Location: Wellsville Local High School

Reports To: Principal/Superintendent

Job Summary:

The Athletic Director (AD) is responsible for overseeing and managing all aspects of the school's athletic programs for grades 9-12. This includes program development, hiring and supervising coaches, scheduling games and practices, ensuring compliance with school and state regulations, and fostering a positive and competitive athletic environment. The AD serves as a liaison between the school, parents, community, and athletic associations to promote student success and sportsmanship.

Key Responsibilities:

Program Management & Leadership:

- Develop, implement, and oversee all athletic programs for grades 9-12.
- Establish a vision for the athletic department that aligns with the school's mission and educational goals.
- Promote sportsmanship, teamwork, and academic success among student-athletes.
- Evaluate and improve the overall effectiveness of athletic programs.

Coach & Staff Supervision:

- Recruit, hire, and evaluate coaching staff.
- Provide leadership, mentorship, and professional development opportunities for coaches.
- Ensure coaches adhere to school policies, league regulations, and ethical coaching practices.

Scheduling & Event Coordination:

- Develop and manage game schedules, practice times, and facility use.
- Arrange transportation, officials, and security for athletic events.
- Coordinate with opposing teams, leagues, and governing bodies to ensure compliance with rules and regulations.

Budget & Fundraising:

- Develop and manage the athletic department budget.
- Oversee fundraising efforts, sponsorships, and booster club activities.
- Ensure proper allocation of funds for uniforms, equipment, and facility maintenance.

Compliance & Safety:

- Ensure all student-athletes meet eligibility requirements and maintain academic standards.
- Monitor and enforce safety protocols, including proper equipment use and injury prevention.

- Stay informed on state and national athletic regulations and implement necessary policy changes.

Communication & Community Engagement:

- Serve as the main point of contact between the school and athletic organizations.
- Communicate effectively with parents, students, and staff regarding schedules, policies, and updates.
- Promote school spirit and athletic achievements through media, newsletters, and school events.

Qualifications & Requirements:

- **Education:** Bachelor's degree in Athletic Administration, Physical Education, Sports Management, or related field (Master's preferred).
- **Experience:** Minimum of 3-5 years in coaching, athletic administration, or a related leadership role.
- **Skills:** Strong leadership, organizational, and communication skills; ability to manage multiple tasks and resolve conflicts.
- **Certifications:** CPR/AED certification, coaching certification (as required by state regulations).
- **Knowledge:** Familiarity with high school athletics regulations, league policies, and budgeting principles.

Preferred Qualifications:

- Experience working with high school student-athletes.
- Knowledge of NCAA eligibility requirements for student-athletes pursuing collegiate sports.
- Ability to foster relationships with local businesses and community partners to support athletic programs.

Work Environment:

- Requires evening and weekend work for games, tournaments, and school events.
- Travel to away games and conferences.
- Physical activity, including walking, standing for extended periods, and occasionally lifting equipment.