
High School Athletic Director Resume

Job Objective

Position as High School Athletic Director where my experience will add value to operations within the organization.

Work Experience:

High School Athletic Director, August 2005 – Present
Flagler Palm Coast High School, Oakland, CA

- Maintained players files of medical examinations, insurance forms, records parent consent forms, payments, etc.
- Evaluated and applied athletic policies to avoid athletic violations pertaining to school policy, and PIAA rules.
- Determined scholastic eligibility of all candidates for athletic teams.
- Managed scheduling physical examinations in accordance with the requirements of the PIAA.
- Directed coaches from institutions of higher learning in recruiting of student athletes.
- Supervised and evaluated athletic trainer, secretarial staff in the department, and head coaches of all school athletic programs.

High School Athletic Director, May 2000 – July 2005
Sage Hill School, Oakland, CA

- Supervised and evaluated athletic trainer, secretarial staff in the department, and head coaches of all school athletic programs.
 - Managed Games, facility and equipment management, financial management, personnel management, and student athlete management.
 - Promoted student athletes through media, banners, and wall of fame Served as the primary advocate for the interscholastic athletics.
 - Maintained permanent records for each sport (wins, losses, outstanding records, letter).
 - Sent reminders of upcoming events to schools and officials.
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Summary of Qualifications:

- Strong experience as an athletic director and head coach
 - Deep knowledge and understanding of sports and the principles of fair play
 - Excellent communication and interpersonal skills
 - Familiarity with Athletics and NCAA rules and regulations
 - Ability to effectively supervise High school athletes
 - Excellent leadership, management and motivational skills
 - Outstanding ability to Lead, assign, and evaluate athletic coaches and staff members
 - Remarkable ability to conduct athlete, parent and coaches meetings
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Education:

Bachelor's Degree in Physical Education, Wartburg College, Waverly, IA

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