



Interview Questions

Position: Athletic Director

Questions

1. What do you believe is the primary role of the athletic director?
2. What do you find most rewarding about being an athletic director?
3. Why do you feel you would make a good athletic director?
4. What types of athletic experiences have you had as a player, coach, athletic director, etc.?
5. How familiar are you with state athletic associations? Athletic conferences?
6. What are your areas of strength? Areas for potential growth?
7. What is your belief about the role of athletics in PK-12 education?
8. How do you define "success" in athletics?
9. In terms of winning versus playing time for all, what is your philosophy for elementary school, middle school, and high school?
10. What are your thoughts about "no cut" policies?
11. As the athletic director, how do you set the tone for athletics in this district?
12. How do you plan to communicate your plans and expectations to administration, teacher/staff, coaches, students, parents, and the community?
13. As athletic director, what do you look for in a coach?
14. How do you support coaches?
15. How do you determine whether to fire or rehire a coach?
16. As the athletic director, what types of policies and procedures must be in place to ensure a successful athletic program?
17. What steps would you take to ensure your own growth as a professional? Your coaches?
18. What do you believe is the appropriate role of parents in an athletic program?
19. When would you bring issues to the building principal?
20. Are there other individuals you would work closely with in the school?

21. Our school is about ____% low income. What steps would you take to support these students?
22. Describe your organizational and time-management system.
23. What is the role of a booster club?
24. How do you ensure academic and athletic success for athletes?
25. How would you develop community support for your overall athletic program?
26. What is the role of social media in an athletic program?
27. Who are your role models and why?
28. What are the top five priorities in your life and why? On the job and why?
29. What is your experience with handling an athletic budget?
30. How would you allocate funds to different sports?
31. What policies and procedures need to be in place to ensure the safe handling of money collected at athletic events?
32. How familiar are you with college recruiting procedures?
33. What clerical or administrative personnel (direct line reports) would you need to be successful as an athletic director in our school?
34. We assume that you have studied our school's budget, or at a minimum our programs. Please provide one idea on how we could reallocate existing resources in order to grow the athletic program and competitive opportunities for students.

Situational Questions:

- You have just been notified that you have to cut your budget by 15%. What would you do?
- A student has been seriously injured at an athletic practice. What do you do?
- A student is struggling academically and is at risk of not being able to play because of failing grades in several classes. What do you do?
- You have several teacher/coaches in your program. The principal has regularly scheduled faculty meetings after school, but your coaches would rather hold practice. What do you do?
- How do you deal with an upset, irate, angry parent?

- As you are walking down the hall, you notice two students in an intense conversation that has resulted in pushing. What do you do?
- How would you recommend the school handle the privacy issues (bathroom, locker room, etc.) of a transgender athlete?
- An athlete reports that over the weekend, his team had a party. At the party, new members were required to do some very bizarre and inappropriate things. What do you do?
- It is the week before the state championship (pick a sport), and a parent calls you to share information about a party over the weekend where several athletes were drinking? What do you do?
- Several members of the men's and women's track team have come to you because they feel their sport has been underfunded. For example, the football team travels on charter buses; whereas, the track team has to travel in cramped vans. The basketball teams receive free shoes, but track team members must purchase their own. What do you do?
- Several parents have complained and you have noticed that a coach tends to play his "favorites." What do you do?
- A teacher has informed you that an athlete has to stay after school for several days in order to complete homework. The coach also has an attendance rule for practice that would result in the player not being able to play in a key game that week. What do you do?
- A soccer program has just been approved for your school. Unfortunately, there is no field on the school grounds, and athletes will be traveling to the playing field two miles away. What are the challenges of this situation and how would you recommend dealing with them?
- You have hired a young male coach, also a teacher, to coach women's basketball. Half way through the season, a friend reports that the coach is frequently seen taking one of the team members home from practice. You are also hearing rumors that the coach and athlete are secretly "seeing each other." What do you do?
- A coach reports to you that he always has to wait on parents to pick up their athletes after returning from an away event. What do you do?