

**JOB TITLE:** Director of Athletics

**DUTY DAYS:** 240 Days

**PAY GRADE:** A05

**SALARY SCHEDULE:** \$103,456 - \$152,551

**Primary Purpose:**

Direct and manage the overall program of extracurricular athletics for the district. Ensure that each student has an opportunity to participate in an extracurricular athletic activity. Ensure compliance with all state, UIL and local requirements. Supervise clerical and support staff and coaches.

**Qualifications:**

**Education/Certification:**

- Master's degree, preferred
- Mid-Management Certificate or Principal Standard Certificate, preferred

**Special Knowledge/Skills:**

- Effective communication, public relations, and interpersonal skills
- Knowledge of overall operations of an athletic program
- Knowledge of state and UIL policies governing athletics
- Ability to implement policy and procedure
- Ability to interpret data
- Ability to manage budget and personnel, and to coordinate district functions
- Strong knowledge base of "best practices" in athletic curriculum

**Experience:**

- Minimum five (5) years successful teaching and coaching experience at secondary level
- Such alternatives to the above as the Board may find appropriate

### **Major Responsibilities and Duties:**

1. Direct and manage the district's athletic program and facilities.
2. Establish physical and academic eligibility requirements for participation in each sport, and verify each athlete's eligibility.
3. Maintain an active program that promotes good sportsmanship and student development.
4. Obtain and use evaluative findings (including student achievement data) to gauge athletic program effectiveness and ensure that program renewal is continuous and responsive to student needs.
5. Develop the district eligibility calendar for all grading periods.
6. Plan necessary time, resources, and materials to support accomplishment of department goals.
7. Maintain current inventory of supplies, equipment, and a uniform replacement cycle program.
8. Oversee process of cleaning, repairing, and storing all athletic equipment.
9. Ensure the athletic equipment maintains an effective safety inspection annually.
10. Assist and coordinate the management of the district stadium, rentals and operations.
11. Assist the Director of Facilities in planning and construction of new facilities and repair of older ones.
12. Prepare and approve all interscholastic game schedules.
13. Arrange transportation, lodging, and meals for out-of-town athletic events.
14. Manage district athletic operations by directing ticket sales, arranging security, employing game officials, and ensuring preparation of the facilities.
15. Plan, organize, and supervise all athletic awards programs.
16. Implement district student management policies, communicate expected student behavior related to athletics, and ensure enforcement of student discipline in accordance with Student Code of Conduct, student handbook, and the extracurricular Code of Conduct.
17. Establish and maintain open lines of communication by conducting conferences on vital issues with parents, students and teachers.
18. Implement the policies established by federal law, state law, State Board of Education rule, UIL rules, and local board policy in area of athletics
19. Compile, maintain, file, and present all physical and computerized reports, records, athletic handbook, sports policies and other documents required.
20. Administer the athletic budget and ensure that programs are cost effective and that funds are managed prudently.
21. Compile budgets and cost estimates based on documented program needs.
22. Initiate purchase orders and bids in accordance with budgetary limitations and district policies.
23. Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment when necessary.
24. Approve and forward purchase orders for athletic department to accounting department.
25. Prepare, review, and revise job descriptions for athletic department.
26. Recruit and assist in the selection, training, and supervision of all athletic department personnel; make sound recommendations about personnel placement, assignments, retention, discipline, and dismissal.
27. Evaluate job performance of employees to ensure effectiveness.
28. Develop training options and/or improvement plans for employees to ensure exemplary operation in area of athletics.
29. Ensure that all athletic personnel are appropriately trained in health and safety issues, CPR, AED, heat-related illness, and emergency planning.
30. Articulate the district's mission and goals in the area of athletics to community and solicit its support in realizing mission.
31. Demonstrate awareness of district and community needs and initiate activities to meet those needs.
32. Use appropriate and effective techniques to encourage community and parent involvement
33. Support athletic booster club activities.
34. Maintain visibility in the community at athletic events.
35. Supervise and assist in the evaluation of the performance of coaches, campus coordinators, and support staff.

36. Implement data-driven decision making for improvement efforts based on best practices.
37. Manage and utilize policy effectively for maintaining systemic processes and practices, and account for the verification of the correct policy regarding all decisions and correspondence; implement effective policy-driven decision making.
38. Stay up-to-date professionally through the selection of quality staff development opportunities for personal growth.
39. Research district policy, precedent, and current practices prior to taking actions.
40. Participate as an effective team member who contributes to district, department and content goals.
41. Demonstrate integrity and ethics.
42. Display proficient levels of technology applications.
43. Utilize time wisely for effective management of job responsibilities.
44. Maintain punctuality in daily work times, appointments, events, and meetings.
45. Meet task completion deadlines established by supervisor.
46. Maintain friendly customer-service-driven interactions with all stakeholders, students, teachers, administrators, and co-workers.
47. Work cooperatively with co-workers and supervisors to ensure that the goals of the department and school district are met.
48. Maintain a positive and professional tone in all communication (email, written, and verbal).
49. Serve as member of Central Administration Hearing Committee.
50. Conduct special projects and perform other duties as assigned.

**Supervisory Responsibilities:**

Supervise and evaluate the performance of Assistant Athletic Director, District Athletic Trainer, Aquatic Center Manager, department clerical and support staff and coaches.

**Working Conditions:****Mental Demands:**

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress

**Physical Demands/Environmental Factors:**

Frequent district-wide travel; occasional regional travel; work indoors and outdoors to conduct onsite inspections of stadium, field examinations and visits to sites and schools; occasional irregular and prolonged hours; steady phone interactions; moderate standing, walking and bending; occasional lifting up to 35 lbs.