



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Director of Athletic Services

Salary Block: 107

Reports To: Assistant Superintendent of Administrative Services

Terms of Employment: 226 Days

Exemption Status: Exempt

Primary Purpose:

The primary purpose of this position is to oversee and support the overall operation of the athletic department.

Qualifications:

Education/Certification:

- Bachelor's Degree
- Valid Driver's License

Special Knowledge Skills:

- Knowledge of overall operations of an athletic program
- Knowledge of state and UIL policies governing athletics
- Ability to interpret policy, procedures, and data
- Ability to manage budget, personnel, and coordinate district functions

Major Responsibilities and Duties:

1. Organizes and administers the overall program of UIL athletic activities for the district.
2. Maintains records of middle school and high school athletic contests.
3. Assumes responsibility for the organization and scheduling of all athletic events.
4. Assumes responsibility for the organization and scheduling of all aquatics activities.
5. Oversees district Health and Physical Education (HPE) program.
6. Fosters good school/community relations by keeping the community aware and responsive to the athletic program.
7. Oversees the SISD Athletics Web Page and works with staff to continuously improve the presentation of information in order to better serve SISD students, staff and community members.
8. Oversees the SISD Aquatics Web Page and works with staff to continuously improve the presentation of information in order to better serve SISD students, staff and community members.
9. Maintains a positive working relationship with El Paso and regional media.
10. Provides leadership in the selection, assignment and evaluation of athletic coaches, trainers and staff.
11. Organizes and administers the game management for athletic contests at the Student Activities Complex (SAC) and at the SISD high school campuses.
12. Coordinates the assignment of athletic contest officials through the local TASO Chapter of the local officials association.
13. Prepares and administers the Athletics and Aquatics budgets.
14. Prepares and recommends campus athletic budget allocations.

,ADOPTED: 3-5-85

AMENDED: 6-2-87, 5-16-89, 2-14-97, 9-6-00, 7-27-04, 9-30-04, 11-01-04, 6-8-06, 7-12-06, 9-14-06, 1-26-07, 2-22-07, 3-8-07, 8-17-2015, 12-11-15, 10-5-16, 10-23-17, 08-01-18

Director of Athletic Services

15. Coordinates post season travel arrangements and contests for all athletic programs.
16. Coordinates the ticket sales for athletic contests.
17. Coordinates the contracting for out of town regular season athletic contests and for post season athletic contests.
18. Administers the district student athletic insurance program.
19. Coordinates the process of athletic equipment recertification, repair and maintenance.
20. Oversees technological applications for the athletic programs including digital game filing, Finish Lynx Timing, Daktronics Timing, HyTech Scoring, etc.
21. Maintains the SAC Master Calendar for all events.
22. Coordinates the contracting for all events at the SAC not conducted by SISD staff.
23. Supervises SAC Concessions operations.
24. Evaluates district athletic facilities and provides input for repairs, as well as, recommendations for major repairs and renovations over a multi-year timeframe.
25. Provides input for the construction of athletic facilities on new and existing campuses.
26. Develops and disseminates district athletic program information including participation expectations, eligibility, physical exams, travel and other information pertinent to enhancing program effectiveness via the Athletic Handbook.
27. Prepares the SISD UIL Eligibility Calendar based on TEA/UIL Guidelines.
28. Advises Athletic Booster Clubs and other campus or community groups on UIL and SISD regulations.
29. Serves in an advisory capacity on the 1AAAAA and 2AAAA UIL District Executive Committees (DEC).
30. Works effectively with area and regional athletic directors in scheduling, organizing, conducting and evaluating athletic activities.
31. Develops professional skills and takes an active role in state (THSADA) and national (NIAAA) athletic administration associations.
32. Upholds and adheres to safety rules and policies of the SISD safety program.
33. Supports the goals and objectives of the school district and follows all district policies.
34. Support the district's social media efforts that highlight the hard work of our students and staff as well as increase communication with all stakeholders. (i.e. direct your Twitter to followers to newspapers, TV segments, and Twitter posts that feature campus and district accomplishments/news.)
35. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
36. Demonstrates a high level of independent, ethical, and professional conduct.
37. Performs any other duties as assigned by the appropriate supervisor.
38. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

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 and statewide travel; frequent prolonged and irregular hours.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with provisions of Board policy.

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Employee Name (please print)

Signature

Date

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Director of Athletic Services

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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