

# **THSADA Resource: Tools for ADs to Thrive!**

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# EXPERIENCE Necessary to be an Athletic Administrator

- Bachelor's Degree
- Master's Degree, preferred
- Teaching Certificate
- 5-10 years coaching experience
  - Head Coach experience preferred
  - Multi-sport experience
  - Coach of male and female athletes
  - Multi-level experience
- Texas Athletic Administrator Certificate (TAAC)



# SKILLS Necessary to be an Athletic Administrator

- Clear, concise communicator
- Ability to motivate
- Conflict resolution
- Time management
- Knowledge of local, state and federal regulations
- Budget management
- Event organization
- Adaptability and resilience
- Integrity and fairness



# Interviewing to be an Athletic Administrator

## Resume

**Cover letter** – correct school/district, brief introduction

### **Resume**

- Heading – e-mail, address, cell #, work #
- Education – degrees, certification, institutions
- Administrative Experience
- Coaching Experience – sport team success, coaching accolades, emphasize positives
- Professional Memberships- THSADA, THSCA, TGCA, NIAAA, officer positions
- References – YES, district/immediate supervisor, e-mail/cell #





# Interviewing to be an Athletic Administrator

## Interviewing

### **Setting oneself apart to obtain an interview**

- Be a HS head coach of a sport, or a MS Coordinator
- Find time to visit district level AD/Asst. AD
- Substitute coach for absent staff in a sport you don't coach
- Volunteer for any and everything at home campus

### **Preparing for the interview**

- Do homework on position, staff, demography, culture
- Professional appearance
- Prepare questions (ex.timeline/staffing/job expectations)

### **Interview**

- Communication skills, voice inflection/excitement about the job
- *Team vs. I*
- Previous job – critical/complimentary
- Previous responsibilities associated with leadership
- Emphasize experience with problem solving
- Definition of success
- Reveal who you are as a person



# Sample Athletic Director Interview Questions

Describe your professional background starting with your first position as well as your professional credentials.

As an Athletic Administrator, what do you feel are some of the important objectives for an athletic program?

Describe your procedures for evaluating staff and who participates in the evaluations.

Can you address your position regarding student participation in multiple sports?

How will you ensure that the \_\_ISD athletic department is compliant with all UIL and \_\_ISD policies and procedures?

As an Athletic Director, your day-to-day contact with students can be minimal. Explain to us how you intend to develop and maintain a sense of familiarity with the student-athletes.

Describe procedures you will use to validate PAPF's/Waivers?

Detail your involvement in pre-season parent meetings for each of the athletic department's sports.

Outline your hiring process and what you feel are important criteria in hiring staff.

How do you go about developing and maintaining an athletic budget for all athletic programs and support entities?

Describe how you would conduct a UIL investigation regarding a transfer issue?

# THSADA Membership

- Individual- \$70
  - Available for all working individuals with UIL ISDs or Private/Charter Schools who have athletic administrative responsibilities within the State of Texas. *This includes Campus Athletic Coordinators and any other ISD official with athletic administrative duties.*
- Membership year- July 1, 2025-June 30, 2026
- Must be a member to attend annual events, vote, and receive awards.
- Over 1800 members in 24-25



# Resources for THSADA Members

- **Member's Only Resources-** Member resources (docs and videos) concerning current topics, information for ADs, and THSADA procedures, policies and more
- **Regional Meetings-** Held throughout the year in respective THSADA Regions with relevant AD discussion and sponsor representation
- **Professional Development Events-** Fall Forum, Spring Sponsor Showcase, State Conference (*networking*)
- **Newsletter-** Tri-annual publication written by and for Athletic Administrators regarding THSADA news and events
- **E-News-** Bi-weekly updates from THSADA Association and Regions around the state of Texas
- **Buyers' Guide-** Allows THSADA members to access information essential in building budgets, ordering materials and equipment, and contacting our sponsors when needed during the school year
- **Job Postings-** View current job postings from around the State
- **Student Scholarships-** Student athletes from your district may be nominated for the THSADA Whataburger Scholar Athlete Award by THSADA members





# Texas Athletic Administrators Certification (TAAC)

- The Texas Athletic Administrator Certificate (TAAC) is a THSADA State certification program.
- TAAC is specific for athletic administrators in the State of Texas. The Texas-based curriculum will consist of courses that will enhance the ability of the Athletic Administrator to successfully perform the duties and responsibilities of an Athletic Administrator in the State of Texas.



# Criteria to Receive a Texas Athletic Administrator's Certificate

- Must be an Active/Associate member of THSADA
- Must complete a total of 30 TAAC courses offered in the certification program.
- Minimum five TAAC courses in Section 100-Governance must be completed by candidates for certification.
- Cost for TAAC courses is covered in the registration fees for THSADA events.
- TAAC courses are offered at the State Conference, Fall Forum, Spring Sponsor Showcase. On-Demand videos for all event registrants will be available after the event.



# TAAC Course Sections

- Section 1-- UIL Governance
- Section 2-- Organization/Administrative Procedures and Strategies
- Section 3—Community/School Engagement
- Section 4—Athletic Facilities Planning, Construction and Management
- Section 5—Health/Safety
- Section 6—Leadership
- Section 7– Best Practices





***ASPIRING ATHLETIC  
ADMINISTRATORS ACADEMY***

**Aspiring Athletic  
Administrators  
Academy  
“QUAD-A”**

The THSADA offers the Aspiring Athletic Administrators Academy at the Spring Sponsor Showcase and the State Conference, specifically to prepare the next generation of Texas Athletic Administrators.

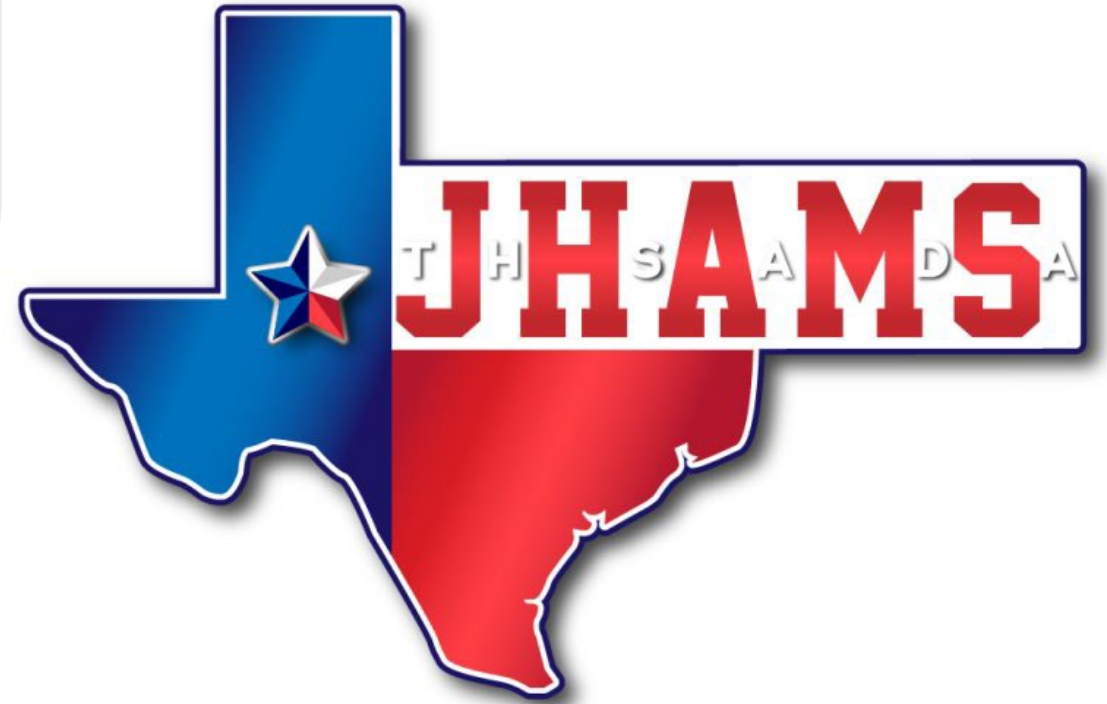
This program is the first step for anyone who is interested in becoming an athletic administration in the State of Texas or someone just starting out as an Athletic Administrator.



# Junior High And Middle School Coordinators

*THSADA provides a professional development program structured specifically for Junior High and Middle School Coordinators.*

- Satellite Sessions
- State Conference Sessions
- Some of the topics covered in JHAMS:
  - Preparing an Athletic Budget
  - Hiring coaches/athletic staff
  - Managing Athletic events
  - Transportation
  - Managing each sport program
  - MS Specific UIL Requirements
  - Developing Athletic Administrator network
  - Working with faculty/central office administrative team
  - Conflict Resolution
  - Booster Clubs
  - How to Interview for an Athletic Director position
  - Transitioning to a new position



# THSADA Events

## Fall Forum

- Sunday, October 5- Monday, October 6
- Northside ISD- San Antonio
- TAAC Courses

## Spring Sponsor Showcase

- Sunday, February 22- Monday, February 23
- Margaritaville, Lake Conroe
- TAAC, QUAD A, *Resume Review*

## State Conference

- Sunday, May 31- Wednesday, June 3
- Kalahari Resort- Round Rock
- TAAC, QUAD A, JHAMS, *Resume Review*, *Mock Interview*

## Region Meetings

- Local, monthly



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MARGARITAVILLE RESORT - LAKE CONROE ★ MARCH 3-4, 2025



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