



## **DIRECTOR ATHLETICS & ACTIVITIES**

Classification: Director Level III

Location: District Office

Reports to: Deputy Superintendent

FLSA Status: Exempt

Employee Group: Executive/Managerial

The job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

### **Part I: Position Summary**

The Athletics & Activities Director will be responsible for planning, scheduling, coordinating, and supervising all District athletics, activities, and other events.

### **Part II: Supervision and Controls over the Work**

Serves under the guidance and administrative supervision of the Deputy Superintendent. Is held responsible for results in terms of effectiveness of planning, policies, and programs; and for contribution to and achievement of district goals and objectives. Work is guided by, and must be in compliance with, federal and state law, policy direction of the School Board, and compliance with state and local regulatory agencies.

### **Part III: Major Duties and Responsibilities**

#### **Program Administration:**

1. Develops the vision and executes strategic initiatives of a robust district athletics and activities program. Applies social-emotional learning tenets to this development in engaging students and the community through athletics and activities.
2. Oversees the scheduling of all school athletic events within the restrictions of the District calendar and the length of each sports season and post season schedule. Coordinating with parent groups and with transportation to assure proper scheduling of buses and supervision of trips. Coordinates with District and school staff to assure proper scheduling of athletic venues and to avoid conflicts in scheduling.
3. Applies a clear understanding of state rules pertaining to athletics in the performance of athletic director duties. Has a clear understanding of the District athletic philosophy and an understanding of the structure of the sports calendar. Maintains and updates standard operating procedures for each school sport.
4. Determines coaching needs in schools; recruit for, interview and recommend coaches for all sports as needed; assist coaches and activity supervisors in administration of sports; meet with coaches to discuss concerns and resolve problems; assist principals with orientation, instruction and observation of coaches and activity supervisors.
5. Establishes process and procedures and oversees student eligibility for sports and activities; interpret eligibility regulations; ensure adherence to all requirements; supervise the preparation and publishing of student eligibility.



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6. Serves as the District's harassment, intimidation, and bullying (HIB) compliance officer. Works with school personnel to promote a safe, respectful, and secure learning environment for all students that is free from harassment, intimidation, and bullying. Monitors and resolves HIB-related complaints alongside school administration and staff.
7. Plans, schedules, and chairs coach and school athletic director meetings. Communicate with all school assistant principals, athletics coordinators, activities coordinators and ASB staff on a regular basis throughout the school year to assure schedules and plans are update, communicated, and understood, and to assure understanding of District policies and procedures.
8. Supports and monitors ASB programs in middle and high schools. Ensures compliance in ASB laws, budgets, regulations, and annual reporting requirements.
9. Supports district extracurricular clubs and activities. Works closely with school advisors on program development, eligibility, and ensuring equity of access to activities.
10. Manages end-of-year activities, including district wide commencement ceremonies. Works closely with administrators and office professionals to design and execute commencement processes.
11. Provides outstanding customer service in communications with the public and the broader athletics community to include the state-wide association.
12. Creates and maintains positive, collaborative relationships with District maintenance, grounds and transportation departments to assure adequate planning and support for District events.
13. Oversees school and District scheduling of event supervisors, referees and game officials. Maintaining positive, collaborative, and professional relationships with each officials' association which serves the school athletic program. Maintains positive contacts with neighboring school district athletic administrators.
14. Develops and administers the athletic program budget assuring that expenditures are within the approved funding level and that all expenditures are properly documented and processed. Plans for and processes necessary documentation for the purchase of athletic equipment and supplies.
15. Coordinates and assists with the scheduling or transportation and trips by building staff.

### **Program Leadership:**

1. **Planning and Programming:** Stays abreast of research on the changing nature of the profession, the field of public education, and changing national, regional and local trends that may impact program areas. Participates in discussions on evolving demands and expectations and the impact those demands and expectations will have on assigned programs. Uses forecasting tools and strategies to predict future needs. Anticipates and develops strategies and programs that respond effectively to anticipated needs and the changing profession.
2. **Policy Formulation and Guidance:** Recognizes the need for and formulates policies necessary to implement program management goals and objectives and to assure effective



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operation of assigned programs. Establishes a system for periodic review of policies to determine when modifications are necessary to advance the goals of the department and to serve the overall needs of employees and managers and the organization.

3. Program Evaluation, Analysis and Feedback: Establishes a system of data collection and analysis that provides for continuous assessment of program effectiveness and/or changing needs. At least annually, conducts a comprehensive assessment review of all programs to determine their level of effectiveness and contribution to the mission of the department and to identify problem areas, areas of high success, and areas in needs of change. Prepares structured presentations to the Superintendent to share the program evaluation results.
4. Serves as first responder to emergency and after hour situations.

Performs other duties as assigned.

### **Part IV: Minimum Qualifications**

1. Must have successful experience authentically engaging diverse communities and a demonstrated commitment to equity of access to athletics and activities.
2. Master's Degree or equivalent in assigned or closely related areas of study.
3. Minimum of five years of program management or leadership experience.
4. Strong analytical and problem-solving skills, and understanding of client-centered support and services.
5. Excellent oral, written, presentation, and interpersonal communication skills. Experience delivering presentations at the board level preferred.
6. Ability to work both independently and cooperatively.
7. Ability to organize work, set priorities, and meet deadlines. Ability to establish effective working relationships at all levels of the organization.
8. Ability to remain calm, deliberate, and tactful in stressful and emotional situations.

### **Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak.

The employee must occasionally lift and/or move 25 to 50 pounds.



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Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may sit or stand for longer than 2 hours at a time, may lift objects repeatedly, and may undertake repeated motions.