

Job Title: DIRECTOR, ATHLETICS
Reports to: Chief Student Services Officer
Dept./School: Athletics
Wage/Hour Status: Exempt
Date Revised: July 17, 2017

Primary Purpose

Direct and manage the overall program of extracurricular and intramural athletics for the district. Work to provide each student with opportunity to participate in an extracurricular athletic activity and ensure compliance with all state, University Interscholastic League (UIL), and local requirements.

QUALIFICATIONS

Education/Certification

Master's degree from an accredited college or university
Valid Texas teaching certificate with physical education endorsement

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 function
Strong communication, public relations, and interpersonal skills

Experience

Five years successful teaching and head coaching experience

MAJOR RESPONSIBILITIES AND DUTIES

Program Planning

1. Direct and manage 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. Plan necessary time, resources, and materials to support accomplishment of department goals.
6. Develop annual goals and objectives to improve athletic program services, as appropriate, as it relates to student participation; staff development and training; curriculum; evaluation of personnel; Title IX; Title VII; student code of conduct; facilities; equipment and supplies, etc.

Athletic Events

7. Prepare and approve all interscholastic game schedules.
8. Arrange transportation, lodging, and meals for out-of-town athletic events.
9. Manage district athletic operations by directing ticket sales, employing game officials, and ensuring preparation of facilities.

10. Coordinate the use of all athletic facilities by non-school groups.
11. Plan, organize, and supervise all athletic awards programs.
12. Work and coordinate with the Office of Security to ensure safety of athletes, visiting athletes, and all spectators.

Student Management

13. 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 and student handbook.
14. Establish and maintain open lines of communication by conducting conferences on vital issues with parents, students, and teachers.
15. Work cooperatively with principals and assist with supervision and discipline of students, as appropriate.
16. Seek ways to establish academic and social interventions to help students succeed academically, socially and athletically.

Policy, Reports, and Law

17. Implement the policies established by federal law, state law, State Board of Education rules, UIL rules, and local board policy in area of athletics.
18. Compile, maintain, file, and present all physical and computerized reports, records, and other documents required.

Budget and Inventory

19. Administer the athletic budget and ensures that programs are cost effective and that funds are managed prudently.
20. Compile budgets and cost estimates based on documented program needs.
21. Initiate purchase orders and bids in accordance with budgetary limitations and district policies.
22. Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment when necessary.
23. Approve and forward purchase orders for athletic department to accounting department.

Personnel Management

24. Prepare, review, and revise job descriptions for athletic department.
25. Recruit, select, train, and supervise all athletic department personnel and makes sound recommendations about personnel placement, assignments, retention, discipline, and dismissal.
26. Evaluate job performance of employees to ensure effectiveness.
27. Develop training options and/or improvement plans for employees to ensure exemplary operation in area of athletics.

Community Relations

- 28. Articulate the district’s mission and goals in the area of athletics to community and solicit its support in realizing mission.
- 29. Demonstrate awareness of district and community needs and initiate activities to meet those needs.
- 30. Use appropriate and effective techniques to encourage community and parent involvement.
- 31. Support athletic booster club activities and ensures adherence to district policy relative to funds acquisition, approval of fundraisers, expenditures, facility structures, etc.

Other

- 32. Perform other duties assigned by Chief Student Services Officer.
- 33. Maintain confidentiality of information.
- 34. Work cooperatively with principals relative to schedules, athletic periods, student supervision, facilities, etc.

Supervisory Responsibilities

- 35. Supervise and evaluate the performance of coaches and support staff and works cooperatively with principals in the joint evaluation, when appropriate.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent district and statewide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____