

Job Title: Director of Athletics

Reports to: Assistant Superintendent of Administration & Accountability

Dept./School: Administration/Education Center

Date Revised: 02/23/09

The following 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.

Primary Purpose:

Direct and manage the overall program of physical education, 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. Oversee and manage the utilization of school facilities by outside organizations.

Qualifications:

Education/Certification:

Master's degree from an accredited college or university
Texas Administrator's Certificate or other appropriate Texas certificate
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
Knowledge of Title IX regulations preferred
Ability to explain policy, procedures, and data
Ability to manage budget and personnel
Ability to coordinate district function
Strong communication, public relations, and interpersonal skills

Experience:

Five years of successful teaching and coaching experience
Such alternatives to the above qualifications as the administration may find appropriate and acceptable

Preferred:

A record of success as an Athletic Administrator in a public school at a 4A or above district.

Major Responsibilities and Duties:

Program Planning

1. Direct and manage district's athletic programs and facilities.
2. Responsible for establishing and chairing Title IX committee, as well as monitoring district athletic programs to ensure compliance with Federal Title IX requirements.
3. Establish physical and academic eligibility requirements for participation in each sport, and verify each athlete's eligibility.
4. Maintain an active program that promotes good sportsmanship and student development.
5. 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.
6. Plan necessary time, resources, and materials to support accomplishment of department goals.

Athletic Events

7. Prepare and approve 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. Oversee process of cleaning, repairing, and storing all athletic equipment.
11. Coordinate the use of athletic facilities by non-school groups.
12. Plan, organize, and supervise athletic awards programs.

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, student handbook and extracurricular baseline guidelines.
14. Establish and maintain open lines of communication by conducting conferences on vital issues with parents, students, teachers, and coaches.

Policy, Reports, and Law

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

Budget and Inventory

17. Administer the athletic budget and ensure that programs are cost effective and that funds are managed prudently.
18. Compile budgets and cost estimates based on documented program needs.
19. Initiate purchase orders and bids in accordance with budgetary limitations and district policies.
20. Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment when necessary.
21. Forward purchase orders for athletic department to the Assistant Superintendent of Administration and Accountability for approval.

Personnel Management

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

Community Relations

26. Articulate the district's mission and goals in the area of athletics to community and solicit support in realizing mission.
27. Oversee and manage the rental/utilization of all school facilities by outside organizations.
28. Demonstrate awareness of district and community needs and initiate activities to meet those needs.
29. Use appropriate and effective techniques to encourage community and parent involvement.
30. Oversee athletic booster club activities.

Assigned Duties

31. Perform such other duties and assume such other responsibilities as may, from time to time, be assigned.

Supervisory Responsibilities:

Supervise and evaluate the performance of coaches and support staff.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

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