

ATHLETIC DIRECTOR/HIGH SCHOOL ASSISTANT PRINCIPAL

Classification: Administrator

Location: Assigned Building

Reports to: Principal

FLSA Status: Exempt

Employee Group: NCAA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

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

Part I: Position Summary:

The Athletic Director will be responsible for planning, scheduling, coordinating, and supervising all athletics events involving the assigned school(s).

Part II: Supervision and Controls over the Work:

The Athletic Director serves under the broad guidance and administrative supervision of the school principal. The Director is held responsible for quality, effectiveness, and smooth and efficient operation of the school's athletic program. Work is guided by and must be in compliance with the state regulating agency, operational direction of District leadership, policy direction of the School Board, and compliance with state and local regulatory agencies.

Part III: Major Duties and Responsibilities:

Performs the following full range of duties with limited guidance and supervision to include, but not limited to:

1. Scheduling all school athletic events within the restrictions of the school 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 and District staff to assure proper scheduling of athletic venues and to avoid conflicts in scheduling.
2. Apply a clear understanding of state rules pertaining to athletics in the performance of athletic director duties. Having a clear understanding of the District athletic philosophy and an understanding of the structure of the sports calendar. Maintain and update standard operating procedures for each school sport.

3. Attend athletic conference meetings and provide appropriate conference information and rules implementations as determined by OSAA and athletic conference.
4. Creating school athletic schedules in a timely fashion for distribution to administrators and secretaries well before the start of the sports season. Creating a school activity calendar prior to the end of each school year for use in the preceding school year.
5. Attends all school coaches' meetings to distribute and explain schedules for each sports season and to distribute the SOP's for the sports held in the upcoming season. Communicate with all school assistant principals, activity coordinators and ASB staff on a regular basis throughout the school year to assure schedules and plans are updated, communicated, and understood. Communication and coordination with internal and external staff and stakeholders.
6. Provides outstanding customer service in communication with public, in person and via phone and email. Supports coaches in creating a positive climate for students, players and community.
7. Creating and maintaining positive, collaborative relationships with District maintenance, grounds and transportation departments.
8. Schedule referees and game officials. Maintaining positive, collaborative, and professional relationships with each officials' association which serves the school athletic program.
9. Maintain positive contacts with neighboring school district athletic administrators for collaboration on filling schedule needs.
10. Manages special projects and performs other duties as assigned.
11. Supervise and evaluate coaches. May supervise and evaluate other school staff.
12. Develops and administers the athletic program budget ensuring 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.
13. Ensures all coaches have met all relevant OSAA, employment and other requirements prior to beginning coaching responsibilities.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

1. Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Five years of successful teaching experience and possession of a valid state administrative license or qualify for a provisional license.
2. Successful coaching experience in an educational environment with a student-centered education philosophy.

3. High level of knowledge and skill in sport safety to assure prevention and protection of students.
4. Strong understanding of “client-centered” support and the ability to establish effective working relationships at all levels of the organization.
5. Demonstrated success in ability to plan, implement, and monitor policies and procedures in areas of assigned responsibility.
6. Ability to work both independently and cooperatively, exercise independent judgment and creativity, organize work, manage, prioritize and complete multiple complex projects with tight deadlines.
7. Ability to remain calm, deliberate, and tactful in stressful and emotional situations. A reputation of respectful, productive relationships with others, both professionally and personally.
8. Strong oral and written communication skills.
9. Demonstrated skill at conflict resolution.

Part V: Desired Qualifications:

1. Successful administrative or athletic director experience.
2. Bilingual ability in language(s) appropriate to the District demographics.

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.

Office environment; experience frequent interruptions; required to deal with distraught or angry staff and or community members; required to travel to district or community sites; occasionally required to travel outside of the community.

While performing the duties of this job, the employee is frequently required to sit, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds.

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

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