



Job Description

District Athletic Director

Employment Status: Full-Time

FLSA Status: Exempt

Calendar: 220 Days

Experience Required: Five (5) years related work experience.

Minimum Education Requirements: Bachelor's degree in related field.

Department: Athletics

Direct Supervisor: Superintendent.

Primary Work Location: School setting.

Certification: None.

Job Summary: Oversees all aspects of the athletic programs and facilities that are sponsored by schools within Center School District.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Work with the schools to develop a District-wide athletic program to ensure uniformity and coordination.
- Monitor the District athletic program for compliance with gender equity.
- Develop athletic policies with input from stakeholders.
- Hire, train, and evaluate staff and coaches.
- Develop a District-wide athletic program policy and guidebook and update annually.
- Order equipment for teams, promoting events, matches, and meets.
- May participate in fundraising for schools or teams.
- Provide guidance to the students in the sports programs
- Schedule games and events, ensuring no scheduling conflicts
- Keep track of policy changes from the school board and coordinate with organizations that set parameters within the field of athletics.
- Serve as a consultant within the District on all athletic construction projects.
- Coordinates the provisions of athletic training with local community agencies and organizations.
- Coordinate the provisions for physical examinations for all athletes with local community agencies and organizations.
- Coordinate the maintenance of athletic facilities with schools.
- Assist the schools to promote publicity for all interscholastic sports, such as sports brochures and other publications, press releases and radio releases, etc.
- Foster good community relationships by keeping the community aware of and responsive to the athletic programs.
- Maintain a close working relationship with District and school personnel to ensure information exchange, support, and allow for feedback.
- Perform related work as required.

Knowledge, Skills, and Abilities (KSA's) for Position

Effective Date:



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An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Demonstrated understanding of athletic administration.
- Legal terminology, regulations, and public relations.
- District's functions and its relationships with local government and the community.
- Various software platforms to develop public information announcements, promotions, social media posts, and website maintenance.

Skills

- Strong written and oral communications and relational skills.
- Skilled in budgeting and allocating funds.
- Excellent skills in planning, organization, and leadership.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Proactively establishing a good rapport with students, parents, coaches, school boards, institutions of higher learning, recruiters, and media personnel.
- Natural leader that can work under pressure.
- Lift up to 25 pounds.
- May be required to work outdoors for special events.
- Effectively welcome and embrace differences among employees and citizens.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Effective Date:



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date