

JOB DESCRIPTION

JOB TITLE: **6-12 Athletic Director/Assistant Principal**

REPORTS TO: **Superintendent**

DEPARTMENT: **Administrative Staff**

I. NATURE AND SCOPE OF JOB:

The Athletic Director/Assistant Principal is a district level position. The duties of the 6-12 Athletic Director/Assistant Principal are extensive. This Administrator must possess organizational management skills that far exceed the normal administrative duties assigned to campus administrators.

II. EXPECTATIONS:

1. Maintain a positive and supportive relationship with all people in the work place and community.
2. Be responsible for acceptable attendance and punctuality.
3. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
4. Responsible for adhering to District policies.

III. JOB FUNCTION:

A. Essential Functions:

1. Coordination and planning of all district athletic events and activities.
2. Coordination and planning of all transportation associated with those events.
3. Coordination and reserving of referees, volunteers, students, and judges for all activities and sporting events.
4. Meticulous management of the district's activity/athletic budget.
5. Evaluation of coaches and their performance.
6. Hiring of highly qualified coaches and responsible for making sure they have the necessary coaching endorsements.
7. Management, ordering, replacing, and maintaining of al activity/athletic equipment.

8. Coordination and planning with regard to district facilities, maintenance staff, and custodians.
9. Evaluation of teacher performance at the discretion of the middle school and high school principals.
10. Executing student discipline at the discretion of the campus principals.
11. Coordinating duty schedules for teachers and district staff to cover all activities and athletic events.
12. Being an administrative team member of the Rawlins Middle School and High School.
13. Responsible for coaches taking annual bloodborne pathogens and sexual harassment trainings.
14. All other duties assigned by the campus principals and superintendent of schools.

III. JOB QUALIFICATIONS:

A. Knowledge, Skills and Mental Ability:

1. Ability to weigh options, think clearly and evaluate accurately.
2. Ability to understand and facilitate needs of various personality types.
3. Ability to make decisions with sound emotional judgment.
4. Ability to concentrate with numerous interruptions.
5. Be persuasive, alert, creative, and have patience, initiative, and reasoning.

B. Education, License, Certification or Formal Training:

2. Possess Wyoming State Certification with 6-12 Principal Endorsement through Professional Standards Teaching Board (Optional).
3. Continued Professional Growth
4. Successfully pass District Bloodborne Pathogens and Sexual Harassment training.
5. Hold a valid driver's license and be able to meet District insurance qualifications.

C. Equipment Used:

Computer
Audio-Visual Equipment
Telephone
Copy Machine
Timing equipment related to score boards.

D. Physical Demands:

1. Possess proper stress management techniques.
2. Long hours and weekends.

E. Environmental Demands:

1. Be prepared to work outdoors as well as perform indoor administrative functions.

Nondiscrimination Statement:

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment. Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417. CCSD#1 questions 504/Title IX Coordinators are Debi Gaines and Traci Blaize.

1/9/2009
2/3/2014