

POSITION DESCRIPTION

TITLE: DISTRICT ATHLETIC DIRECTOR

TYPE: Administrator
Exempt

REPORTS TO: Director of Human Resources

POSITION SUMMARY:

The primary purpose of this position is to develop and sustain a program that is committed to the intellectual, physical, and ethical development of student-athletes by providing an environment that promotes and supports academic, athletic, and personal achievement and preparing student-athletes to transition to the next level academically and athletically.

MINIMUM QUALIFICATIONS:

1. Master’s Degree in Education or related field.
2. Background and Criminal History Clearance.
3. Valid Oregon Administrative License with Administrator Endorsement.
4. Three years successful teaching and/or administrative experience.
5. Possesses prior head coaching experience at the college, high school or middle school level.
6. Demonstrates high level of communication skills and meets District standards for oral and written language proficiency in English, and if applicable, in Spanish or Russian.
7. Skill in leadership and facilitation of work involving colleagues and administrators, including problem solving and conflict resolution.
8. Excellent organizational skills for effectively managing multiple tasks.
9. Ability to understand and follow oral and written instructions.
10. Understanding of strategic and school improvement planning and curriculum auditing procedures.
11. Understanding of effective staff supervision and evaluation procedures.
12. Such alternatives to the above qualifications as the Board or administration may deem appropriate and acceptable.

ESSENTIAL FUNCTIONS:

1. Communicates effectively in English in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Orients, directs, and supervises school personnel.
4. Screens, interviews, and recommends hiring of school personnel.
5. Coordinates and cooperates with district administrators to monitor and maintain compliance with state and federal law for educational programs and school operations.
6. Promotes post-secondary opportunities for student athletes.
7. Educates students, parents, and community members on how to access post-secondary opportunities.
8. Coordinates and cooperates with district administrators to provide training and staff development activities in needed areas.
9. Leads staff and parent advisory committees as assigned.

10. Participates in programs to encourage parental involvement as well as inform parents and community members concerning athletic issues.
11. Prepares reports and keeps supervisor informed with regard to school issues and programs.
12. Assists with the implementation of an effective student discipline and attendance program and provides for safe and orderly environment for all staff, students, and visitors.
13. Lifts, moves, or restrains students in accordance with Individual Education Program or Behavior Plan.
14. Coordinates with and seeks involvement of outside agencies, including law enforcement, as needed and beneficial to the school and students.
15. Supervise or directs supervision of students and the campus at all times during school hours and school events and activities.
16. Assumes temporary responsibility of another administrator when assigned by supervisor.
17. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment for all school employees.
18. Demonstrates support for District Core Values, District Mission, District Strategic Plan, and Schoolwide Improvement Plans.
19. Establishes and maintains a positive and respectful learning environment and working relationship with students, staff, administration, parents/guardians, and community members.
20. Assists parents and community members as needed.
21. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
22. Complies with professional development activities as required by the District.
23. Actively seeks out and participates in professional development activities designed to improve professional competence.
24. Participates in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
25. Holds expectations for high performance of self and supervised staff.
26. Assesses results of performance for improvement on a regular basis.
27. Demonstrates computer literacy and operates software programs as related to job responsibilities.
28. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
29. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
30. Maintains the confidentiality of sensitive and confidential district information related to financial, collective bargaining, personnel, and legal matters.
31. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
32. Adheres to the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.
33. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

OTHER REQUIREMENTS:

1. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
2. This position is performed indoors in school building and offices, as well as both indoors and outdoors in various athletic facilities and locations.
3. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
4. Evenings and/or extended work hours or days are often required.
5. Possible exposure to bodily fluids due to student or employee illness or injury.
6. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
7. Occasionally performs other duties as required by supervisor.

TERMS OF EMPLOYMENT:

Current work year of approximately 260 days (12 month), subject to change. Salary and benefits and working conditions as determined by District Board.

EVALUATION:

Performance will be evaluated in accordance with applicable District Policy and Regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date