

ST. HELENS SCHOOL DISTRICT 502
POSITION DESCRIPTION
ATHLETIC DIRECTOR - TOSA

Department:	Athletics		
Reports To:	Principal		
Prepared By:	Personnel	Date:	August 25, 2003
Approved By:	St. Helens School Board	Date:	August 27, 2003

1. **SUMMARY:** Maintains, organizes and administers the overall athletic programs.

2. **QUALIFICATIONS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*
 1. Ability to assume a leadership role in the orientation of athletics and training of coaching personnel.
 2. Represent the School District in matter of Athletics with OSAA.
 3. Valid Oregon Teaching License.
 4. Successful previous teaching experience.

3. **SUPERVISORY RESPONSIBILITIES:**
Coaches and the use of athletic facilities.

4. **ESSENTIAL DUTIES AND RESPONSIBILITIES:**
The duties of the Athletic Director – TOSA shall be, but not limited to the following. Superintendent and/or the Principal may designate additional duties.
 1. Assume responsibility for eligibility reports.
 2. Be responsible for the prompt submission of required reports to the District.
 3. Make recommendations in matters of finances, policies, coaching personnel, new facilities, and modifications of existing facilities.
 4. Supervise the head coaches' management of equipment, facilities, and supplies.
 5. Arrange for availability of equipment necessary for the administration of contests.
 6. Be responsible for the recruiting of personnel, including supplemental game officials necessary for various games and meets.
 7. Authorize the expenditure of equipment and supply item funds through the building principal.
 8. Inform the District regarding cancellation of scheduled contests due to inclement weather.
 9. Assist the Principal in scheduling school athletic facilities for out-of-town school groups.
 10. Establish a practice time schedule when there is multi-use of facilities. (Non-athletic, as well as athletic, use of athletic facilities).
 11. Assist in coordinating the maintenance programs for athletic facilities.
 12. Work with the District in the scheduling of inter-scholastic athletic contests.
 13. Assume responsibility for assisting the principal in the evaluation of all coaches in the building.
 14. Assist the building principal with the development of the athletic budget.
 15. Coordinate with physical education team leader on matters of finance related to athletic equipment.
 16. Work with the building principal to arrange for supervision of home and away athletic contests, and to be present at home contests unless otherwise arranged and approved by the building principal.
 17. Coordinate and manage athletic awards for the school.

- 18. Represent the school at league meetings.
- 19. Assist with management of an intramural program.
- 20. Coordinate transportation for athletic contests.
- 21. Meet with head coaches on a monthly basis.
- 22. Coordinates cheerleaders and dance team.

5. SALARY: As negotiated in the SHEA agreement.

6. EVALUATION: In accordance with the negotiated SHEA agreement and district policies and procedures.

7. PHYSICAL DEMANDS: *The physical demands 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.* While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet as well as loud environments. The employee will occasionally lift or move boxes and/or equipment up to 100 lbs.

8. WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* While performing the duties of this job, the employee regularly works inside but can have out side duties. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended work hours while performing the duties of this job. The employee is directly responsible for safety, well-being and work output of students and coaches.
The noise level in the work environment is usually quiet in an office but can be loud at contests.

9. OTHER:

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

<p>I _____ have read and understand the above <div style="text-align: center; font-size: small;">Print Name</div> requirements for this job position.</p> <p>Signature _____ Date _____</p>
--