Jefferson School District
Job Description

Job Title: Athletic Director
Reports To: Principal
FLSA Status: Exempt

JOB SUMMARY

This position is responsible for providing direction and coordination for all athletic events and physical education programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Assumes responsibility for the scheduling of all interscholastic athletic events.
3. Prepares and submits annual athletic budget within District guidelines and ensures compliance with program requirements.
4. Provides representation for District, regional and state OADA/OSAA meetings.
5. Supervises and directs the coaching staff to ensure that proper practice schedules are maintained and that OSAA/NFHS rules are adhered to by all athletic teams.
6. Arranges for officials and assumes general responsibility for the proper supervision of home games.
7. Manages athletic events including set-up and clean-up, ensuring that events are safe.
8. Supervises the coaches in the cleaning, storage, and maintenance of all athletic equipment and uniforms, including the maintenance of updated inventories.
9. Observes physical education classes and evaluates all athletic programs.
10. Arranges transportation for athletic participants.
11. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
12. Ensures adherence to medical and safety requirements.
13. Assists in the hiring process of all coaching positions and evaluates coaches by providing input to the principal(s).
14. Participates effectively at regular team meetings with teachers and other support staff using appropriate social skills, problem solving and conflict resolution strategies.
15. Coordinates all athletics related services including rosters, bus requests, scheduling officials and coordinating with coaches.
16. Serves as District liaison between division, local and state athletic authorities.
17. Facilitates meetings with coaches and staff.
18. Maintains a safe environment for students at all times.
19. Responds to personnel issues for the purpose of clarifying issues and implementing actions to address needs.
20. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
21. Appropriately maintains and secures confidential records and inquiries.
22. Professionally represents the school and the District in interactions with parents, community, staff and students.
23. Maintains appropriate certifications and training hours as required.
24. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.
3. Assists as back-up coach, if needed.
4. Inspects facilities and athletic fields for health and safety concerns.
5. Chaperones/supervises athletic events and campus, as needed.

SUPERVISORY RESPONSIBILITIES

Supervises, evaluates and directs the work of coaching staff and athletic personnel assigned to the high school according to District policy. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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.

- **Education and/or Experience:** Bachelor's degree (B.A.) from four-year college or university; or at least one year related experience or training; or equivalent combination of education and experience. Master's degree (M.A.) or equivalent strongly preferred. Prior successful experience working in a school administration and coaching positions strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with adolescent students and to lead or motivate staff.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of instructions in varying forms and deal with several abstract and concrete variables. Ability to problem solve and deal with a variety of concrete variables in situations where only limited standardization exists.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of adolescent students. Strong background in the rules and regulations of high school athletic sports. Possesses knowledge of effective behavior management methods. Ability to delegate responsibilities and meet time lines. This work requires working non-standard hours to attend games and set up and take down.

- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Must have a valid administrator's license through the Teachers Standards and Practices Commission (TSPC). Ability to obtain a valid CPR/First Aid card, Oregon Driver License, coaching certification through the National Federation of High Schools, bloodborne pathogen training and blood spill training.

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 regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 100 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

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.

The work environment combines a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard gymnasium/athletic event setting. The noise level in the work environment is usually moderate to high depending upon student population and activities. The employee is regularly exposed to wet or humid outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA Prepared Date: February 2010

I have read and understand this job description.

Signature: **Date:**

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