

Athletic Director

DEPARTMENT:	Administration	REPORTS TO:	High School Principal
WORK SCHEDULE:	12 months	COMPENSATION:	Administrator Salary Schedule
FULL/PART TIME:	Full time	FLSA STATUS:	Exempt

Position Description

Maintain responsibility for all aspects of the district athletic program including budgeting, transportation, coordination, scheduling, staff development, and supervision and evaluation of coaching staff for the athletic needs of the students of the Kirkwood School District. Includes oversight and coordination of 25 athletic programs, 75 teams, and 125 coaches for 600+ student athletes. Act as an official representative of the district and develop partnerships with key stakeholders. Interactions involve understanding needs and gathering information to make strategic decisions.

Task Title	Essential Job Functions	Percent of Time Spent
Management of District Athletics	<ul style="list-style-type: none"> • Manage daily operations of the Athletics Department. • Demonstrate positive interpersonal and customer service relationships with students, staff, and parents and engages as a contributing member of the Kirkwood schools' community, promoting school spirit. • Maintain accurate records and file reports in a timely manner. • Ensure that the athletic programs comply with government regulations and district policies and guidelines and maintain student athletic files on physical exams, tobacco and drug usage, sportsmanship pledges and academic standings as required. • Manage athletics budget operations. • Communicate all athletic events and schedules to students, staff, parents, and community. 	70%
Leadership and Professional Support of Coaching Staff	<ul style="list-style-type: none"> • Supervise and evaluate district coaching and support staff personnel for the athletic department and athletic event personnel including officials, scorers, timers, and crowd control personnel. • Responsible for the interviewing, hiring, and dismissal of coaching personnel. • Demonstrate concern regarding the safety and welfare of student athletes. • Lead staff and players by exhibiting a self-directed commitment to a successful program. • Lead coaches to ensure that teams perform to maximum skill level of individual players, are prepared to be familiar with offensive and defensive plays and strategies of opponents, and exhibit a purpose with clear goals and direction. • Ensure that coaches provide positive role models for program, develop and maintain student interest in the program, maintain 	20%

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	neat and orderly athletic areas and consistently good condition of team equipment and uniforms.	
General Administrative Team Support	<ul style="list-style-type: none"> ● Provide support to the Kirkwood School District administrative team as needed. 	10%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** Single department
- **Supervisory Activities:** Budgeting, Developing or coaching, Directing, Disciplining, Evaluating Performance, Hiring, Investigating, Orienting or Onboarding, Promoting, Scheduling, Terminating, Training, Approving timecards or time off requests,
- **Budget Signing Authority:** Manage entire athletic department budget including ~\$50 million in overall athletic facility assets
- **Decision-making Authority:** Decisions impact a functional area or department

Qualifications

Required

- **Education:** Bachelor's degree
- **Licensure:** Missouri state teaching license or provisional certification
- **Previous Work-Related Experience:** 3+ years
- Valid Missouri Driver's License
- Ability to lift up to 50 pounds.

Preferred

- **Education:** Degree in physical education or health
- **Certification:** Certified Athletic Administrator (CAA), First Aid/CPR/AED
- Three or more years of experience as athletic director or assistant athletic director

Knowledge & Skills

Knowledge

- **Basic:**
 - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
 - Human Resources: Principles and procedures for staff recruitment, selection, training, compensation and benefits, labor relations, and HR information systems.
- **Intermediate:**
 - Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming.
 - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.

- Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
- **Advanced:**
 - Administrative: Administrative and office procedures, functions and basic office tasks
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
- **Expert:**
 - Customer and personal service: Principles and processes for providing customer and personal services.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Active Listening, Coordination, Critical Thinking, Service Orientation, Speaking, Time Management, Writing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Active Learning, Complex Problem Solving, Financial Management, Instructing, Judgement/Decision Making, Management of Material Resources, Management of Personnel Resources, Monitoring, Negotiating, Operation and Control, Persuasion, Reading Comprehension, Social Perceptiveness, Systems Analysis, Troubleshooting
- **Occasionally (Up to 2.5 hours or 32% of the day):** Equipment Maintenance, Equipment Selection, Learning Strategies, Mathematics, Systems Evaluation
- **Rarely (Less than 1 hour or 12% of the day):** Installation, Operation Monitoring, Quality Control Analysis, Repairing, Technology Design

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Color Vision, Finger Dexterity, Hearing, Repetitive Motion, Standing, Walking
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Carrying/Lifting, Crouching/Kneeling, Sitting
- **Occasionally (Up to 2.5 hours or 32% of the day):** Balancing, Pulling/Pushing, Reaching,
- **Rarely (Less than 1 hour or 12% of the day):** Climbing, Crawling, Multi-limb Coordination

Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Medium work:* Exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with

office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

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