



Job Title: Athletic Director

Exemption Status: Exempt

Reports to: Superintendent

Code:

Dept./School: Athletics

Primary Purpose:

Direct and manage the overall program of extracurricular and intramural athletics for the district. Provide each student with the opportunity to participate in an extracurricular athletic activity and ensure compliance with all federal, state, University Interscholastic League (UIL), and local requirements.

Qualifications:

Education/Certification:

Master's degree from an accredited college or university preferred

Valid Texas teaching certificate

Current first aid, cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED) certificate

Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements

Special Knowledge/Skills:

Knowledge of overall operations of an athletic program

Knowledge of federal, state, and UIL policies governing athletics

Ability to implement policy and procedures

Ability to interpret data

Ability to manage budget and personnel

Excellent public relations, organizational, communication, and interpersonal skills

Ability to speak effectively before groups of students, parents, and staff

Due to the possibility that this position will require the transportation of students, it is considered a safety-sensitive position. The position is, therefore, subject to the District's Drug and Alcohol testing as referenced in DHE(LOCAL) and conducted under Administrative Regulation "MISD Drug and Alcohol Testing Procedures".

Experience:

Five years teaching and coaching experience

Major Responsibilities and Duties:

Program Planning

1. Direct and manage district's athletic program and facilities.
2. Establish departmental goals and plans to achieve said goals.

3. Establish and maintain physical and academic eligibility requirements for participation in each sport, and verify each athlete's eligibility.
4. Maintain an active program that promotes good sportsmanship and student development including the time, resources, and materials to support accomplishment of department goals.
5. Obtain and use evaluative findings (including student achievement data) to gauge athletic program effectiveness and ensure that program renewal is continuous and responsive to student needs.

Athletic Events

6. Manage district athletic operations including directing ticket sales, employing game officials, and ensuring preparation of facilities.
7. Prepare and approve all interscholastic game schedules.
8. Approve or arrange transportation, lodging, and meals for out-of-town athletic events.
9. Oversee the process of cleaning, repairing, and storing of all district athletic equipment including maintaining a current inventory of supplies, equipment, and fixed assets and recommending disposal and replacement of equipment.
10. Coordinate the use of all athletic facilities by nonschool groups.
11. Plan, organize, and oversee all athletic award programs.

Student Management

12. Implement district student management policies, communicate expected student behavior related to athletics, and ensure enforcement of student discipline in accordance with Student Code of Conduct and student handbook.
13. Establish and maintain open lines of communication on vital issues with parents, students, and teachers.

Policy, Reports, and Law

14. Implement the policies established by federal law, state law, State Board of Education rule, UIL rules, and local board policy in area of athletics.
15. Compile, maintain, and file all reports, records, and other documents required.
16. Follow district safety protocols and emergency procedures.

Budget and Inventory

17. Develop and administer budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.
18. Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment when necessary.

Personnel Management

19. Prepare, review, and revise job descriptions for athletic department.
20. Recruit, select, train, supervise, and evaluate all athletic department personnel and make recommendations relative to assignment, transfer, retention, discipline, and dismissal.
21. Develop training options and/or improvement plans for employees to ensure exemplary operation in area of athletics.

Community Relations

22. Articulate the district's mission and goals in the area of athletics to the community and solicit its support in realizing the mission.
23. Demonstrate awareness of district and community needs, initiate activities to meet those needs, and use appropriate and effective techniques to encourage community and parent involvement.
24. Support athletic booster club activities.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring of coaches and support staff.*

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Athletic equipment, standard office equipment including computer and peripherals and other instructional equipment; automated external defibrillator (AED); frequent driving *may operate school bus*

Posture: Sitting; prolonged standing; occasional kneeling, squatting, bending, stooping

Motion: Frequent walking; repetitive hand motions, frequent keyboarding and use of mouse; frequent physical movements associated with sport; *moderate grasping/squeezing, wrist flexion/extension and reaching*

Lifting: Frequently light lifting and carrying (less than 15 pounds); occasional moderate lifting and carrying (15-44 pounds)

Environment: Frequent districtwide and statewide travel

Mental Demands: Maintain emotional control under stress; frequent prolonged and irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.