Job Description
MOORE PUBLIC SCHOOLS

Job Title: **District Athletic Director**

Qualifications:

Credentials: State Certificate to teach in specific position

Education: Bachelor's degree required/Master's preferred

Training/Experience Required: Minimum of 5 years' coaching experience required, and athletic director/administration experience preferred

Special Skills, Knowledge, Abilities:
Ability to create an atmosphere conducive to implementing the philosophy, goals, and objectives of the Athletic Department. Ability to supervise.

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms, instructions, social media posts, and writing/printing legibly. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English.

Job Goal (Purpose of Position): Performs skilled/professional and administrative-level tasks to facilitate or coordinate athletic programs in the school district. Oversees the overall athletic program in the district. An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the variety of challenges of the job.

Contact with Others: An incumbent in this position has regular contact with the public to determine actual information needed. Job requires interpreting and translating facts and information, explaining situations and issues to persons and advising them on alternative courses of action.

Performance Expectations: The incumbent/employee will need to (A) be customer focused on resolving problems effectively. (B) Manage human resources and diversity while promoting productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; constructive corrective counseling and discipline; resolution of complaints or grievances. (C) Manage resources with fiscal responsibility while maintaining proper accountability of records. (D) Manage information and communications with staff and public effectively. (E) Conduct short- and long-range planning to set and/or attain district goals and objectives. (F) Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems. (G) Be a team player with co-workers, subordinates, other managers, and community

leaders to accomplish district objectives or goals. (H) Contribute to quality of district programs including extracurricular programs; be involved in personal growth and development.

Essential Job Functions (Performance Responsibilities):
1. Establishes a mission and vision for the athletic department, aligning it with the districts' mission and vision.

2. Provides leadership in the selection, assignment, and evaluation of athletic coaches and staff members.

3. Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.

4. Oversees the negotiations, execution, and implementation of contracts with athletic related vendors in conjunction with the CFO.

5. Hires officials, team physicians, and policemen as required, and assumes general responsibility for the proper supervision of home games.

6. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.

7. Enforces Board policy regarding athletic eligibility.

8. Prepares and administers the athletic program budget.

9. Requisitions program supplies and equipment.

10. Supervises all ticket sales of the athletic program and assumes responsibility for proper handling of funds.

11. Provides for the physical examination of all athletes prior to the beginning of each season.

Supervision exercised: Supervises Office Personnel, Coaches, Assistant Coaches, Facilitators, and other staff necessary for athletic events and management thereof.

Reports To: Superintendent

Physical/Mental Requirements and Working Conditions:
Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the telephone. Must be able to get around the various sites.

Terms of Employment: 250 days

Salary: To be established by the Board

Evaluation: Performance of this job will be evaluated in accordance with Board policy

Approved 3/8/1993
Revised 6/8/1998
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