Adams 12 Five Star Schools

Job Description

Prepared/Revised Date: **July 2026**

Job Title:	**Director, Athletics & Activities**	Job Code:	**3028**
Job Family:	**Certified**	FLSA Status:	**Exempt**
Pay Program:	**Administrative**	Pay Range:	**L18**
Typical Work Year:	**12 months**		

SUMMARY: Supervise, coordinate and evaluate athletics and activities at the middle and high school level throughout the district to support the extracurricular development of participating students. Responsible for supporting, guiding, problem solving and coaching building administrators in their roles as Athletic and/or Activities Directors. Provide leadership, guidance and administration among the district facilities: Adams 12 Veteran's Memorial Aquatic Center (VMAC), the Five Star Stadium and the North Stadium.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Supervise the coordination and evaluation of high school and middle school athletics and all district activities to ensure programs of high standards in compliance with District, Board of Education policies as well as federal and state requirements.	D	30%
2. Manage district athletic stadiums and VMAC including coordinating improvements, plans, schedules and maintenance to ensure the well-being of students, parents and staff. Ensure appropriate accounting of all funds collected; ensure compliance with district policies. Work in partnership with the school principals and athletic directors to ensure compliance with CHSAA regulations and conditions of facility use and facilitate productive and positive working relationships between district staff and internal and external customers	D	20%
3. Prepare, submit, and oversee the district's budget for athletics, activities and district facilities. Assign school funds and monitor expenditures in the decentralized budget in order to maintain, control and account for all funds including occasional grant funds.	D	10%
4. Work with the appropriate central office personnel regarding school needs, such as business services, communications, human resources, finance, legal, risk management, IT, maintenance, security and transportation concessions to promote integrated operations for athletics and activities.	D	10%
5. Work cooperatively with administrators, Human Resources and Payroll in hiring quality personnel for athletics, activities and facility staff. Ensure district, state and federal compliance in all employment activities including timely, accurate and appropriate evaluation and feedback of staff performance in accordance with district guidelines. Monitor and approve the payroll for the central office, facilities, all coaching staff and game officials.	D	5%
6. Responsible for approving all out of state and international travel for schools. Coordinator with school administrators, Risk Management, Finance and executive directors to ensure compliance with district policies.	W	5%
7. Develop and maintain relationships with school and district athletic and activity directors outside of Adams 12, the Colorado High School Athletic Association (CHSAA) staff, Children's Hospital and Colorado Special Olympics providing district perspective and leadership while determining rules and regulations governing our local and state organization. Attend external meetings including but not limited to, monthly league meetings, CHSAA meetings and CADA meetings.	M	5%
8. Monitor and develop district training for Athletic and Activities Directors and coaches, including but not limited to CPR, AED, concussion, anti-hazing, 504, and Five Star coaching. Participate in district administration meetings and other district meetings as required or appropriate.	M	5%
9. Collaborate with Children's Hospital for the contracted service agreement which provides medical personnel including physicians and athletic trainers.	A	3%

10. Respond to parent questions or concerns regarding activities, athletics, code of conduct, eligibility, policy and protocols. Facilitate the appeal committee for review of athletic code violations as needed.	D	3%
11. Perform other duties as assigned.	Ongoing	4%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree plus additional coursework required to obtain a Principal License.
- Minimum of five (5) years as a school athletic director, school administrator or in coaching required. Principal or Assistant Principal experience is preferred.
- Courses in management of secondary athletic programs, risk management, time management, and marketing preferred.
- Courses offered by the National Interscholastic Administrators association are preferred.
- Courses offered by the NFHS, Citizenship through Sports and Fine Arts Initiative are preferred.
- Principles, Strategies, and Methods course in athletic administration preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Colorado Principal License.
- Registered Athletic Administrator.
- Concussion certification and in good standing with CHSAA.
- Certified Athletic Administrator preferred.
- Certified Master Athletic Administrator preferred.
- Must successfully complete district training for supervision of Classified staff within one (1) year of entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to frequently travel among district locations.
- Excellent interpersonal relations and oral and written communication skills.
- Strong decision making, analytical, organizational and time management skills.
- Advanced skill in dealing with students and staff with diverse needs at various levels.
- Thorough understanding of CHSAA's rules, regulations, policies and procedures.
- Knowledge of risk management, philosophy and organization of programs, legal issues in athletics administration, Title IX, sexual harassment, Americans with Disabilities Act and employment law.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Ability monitor compliance involving student athletes with 504, special education needs.
- Work closely with Special Olympics Colorado to offer Unified Athletic Programing for district 12 students.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Personal computers.
- Microsoft Office Excel and Word.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Schools Executive Director	3092

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Secretary	1	1320
	Athletics/Activities Financial Specialist	1	1171
	Athletic Facilities Lead Operator	1	100519

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Solely responsible for developing, administering and monitoring the District athletic and activity budget, Front Range League, East Metro Athletic Conference budget and any special programs budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands and fingers to handle and/or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate				X
Instruct		X		
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation		X		
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	