

BEAUFORT COUNTY SCHOOL SYSTEM JOB DESCRIPTION

JOB TITLE: DIRECTOR – ATHLETICS, DRIVER EDUCATION, STUDENT ACTIVITIES AND TESTING

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of supervisory and administrative tasks in guiding the development and implementation of athletic, student activity and driver education programs for the schools in the Beaufort County school system. Employee is responsible for planning, organizing and scheduling the athletic programs and student activities, as well as implementing the program of instruction in driver education. Employee monitors the overall effectiveness of the programs, determines the need to add or eliminate activities from programs, ensures that programs are effectively implemented at each school, verifies that all students participating in athletics have met eligibility requirements, and ensures that all programs are safe for both the participants and the observers. Employee contributes to the budget development for the division and maintains contracts for extra duty positions in the secondary schools. Ensures that state mandated Dropout Prevention/Driver License and Lose Control/Lose Your License legislation is implemented and monitored on a district-wide basis. Reports to the Superintendent.

Under limited supervision, performs a variety of supervisory, professional, and administrative tasks in directing the administration for all kinds of State and local tests for the district, and facilitates improving student achievement through administering State and local tests and assessments smoothly. Work involves providing departmental leadership, working closely with Data and Evaluation department, other divisions, school, regional, and State testing coordinators. Employee also works with inside and outside agencies to share information and determine the most effective means of administering all kinds of tests. Employee supervises subordinate testing coordinators, testing specialists, and testing material support personnel. The Director of Testing Administration reports to the Chief Accountability and Research Officer.

ESSENTIAL JOB FUNCTIONS

Defines and oversees the athletic programs and activities of the secondary schools; works with school principals on best implementing the programs at each school; continuously reviews the programs and determines the need to add or delete activities.

Oversees and reviews the scheduling of all athletic activities and events and the use of various facilities in the County school system; reviews the overall athletics program for safety of participants and observers; verifies the eligibility of all participating students.

Develops and assists athletic program staff; assists principals in hiring staff, athletic directors, coaches, etc.; identifies and/or provides staff development opportunities; maintains constant contact with principals, district coaches, and athletic directors to provide guidance, assist with activities when requested, share information about successful programs, and monitor the effectiveness of the overall programs; ensures the athletics division adheres to School Board and State policies.

Monitors the effectiveness of athletic programs at each secondary school; assists principals and other administrators in troubleshooting problems in the programs; monitors athletic equipment and facilities.

Establishes and maintains relationships with organizations such as the North Carolina High School Athletic Association, the North Carolina Coaches Association, community-based sports advocates, etc. to enhance the effectiveness and support of the athletic programs.

Participates in the formation of the annual school district budget; manages both the athletic programs and operations budgeting; purchases equipment and supplies for the division as needed.

Maintains appropriate records of scheduled events, coaching assignments, student activities; processes extended employment contracts for school personnel performing extra duties related to the athletic programs and student activities.

Supervises and conducts personnel administration duties for a secretary, including hiring, evaluating, disciplining, assigning special duties, monitoring attendance, and staff development of Athletic Directors.

Provides information to the local media when appropriate.

Works with secondary principals in the implementation of state mandated Dropout Prevention/Driver's License legislation. Maintains district-wide records for implementing this legislation; monitors grades and dropout status of secondary students and informs parents of student's status; schedules and conducts reviews of student's appealing under the new legislation.

Monitors and oversees the entire driver education program working in close relationship with our outside contractors. Duties in this area include scheduling of classes and instructors, maintaining records and supplies and monitoring payment to contractors.

Frequently attends evening athletic events and activities for the County schools.

Maintains various records and statistics; creates annual reports to fulfill state and local requirements.

Monitors budget expenditures.

Organizes, directs and evaluates all subordinates in the Testing Administration department; sets goals

for the department and directs testing administration programs; executes, monitors, and evaluates the progress of the programs.

Based on State testing schedule and local assessment needs, creates annual testing schedule, delivers the schedule to the schools on time, and produces testing administration reports.

Works closely with Data and Evaluation department, other divisions, school, regional, and State testing coordinators; directs and coordinates the work of testing coordinators and specialists; provides leadership in administering all kinds of State and local tests and assessments; trains school testing coordinators; guides school testing personnel in administering the tests; and makes sure that all the tests and assessments are administered smoothly and appropriately.

Secures all testing materials and documents through guiding all testing coordinators, specialists, and testing material support personnel to follow State and local testing ethics and rules.

Prepares and provides materials to the Chief Accountability and Research Officer for presentations to the Board of Education, principals, teachers, parents and community groups; attends regular meetings of the Board as designated by the Chief Accountability and Research Officer; conducts staff meetings; attends other related meetings.

When needed will draft letters and memoranda for the Chief Accountability and Research Officer and Superintendent.

Reviews and edits departmental reports and other school system documents.

Supervises the maintenance of records, reports, inventories and documentation of costs for budget preparation and to ensure the fiscal responsibility of the organization and is accountable for testing materials.

Stays current with professional journals and research papers; attends seminars, conferences and workshops to continuously update professional knowledge.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Master's degree in Athletics and/or School Administration, 3 to 5 years of experience coaching several sports, and 3 to 5 years as an athletic director; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles, practices, rules and procedures of organized competitive sports and athletic and recreational activity programs.

Considerable knowledge of the facilities, materials and equipment utilized in athletic programs, special events, and related specialties.

Considerable knowledge of the potential hazards of various sports and other physical activities, and of the proper safety precautions.

Considerable knowledge of the philosophies and objectives of school recreation and athletics programs.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the current literature, trends, and developments in the field of athletic program administration.

Considerable knowledge of the principles of supervision, organization and administration.

Skill in training, coaching and counseling program participants and officials.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain routine administrative reports and records.

Ability to plan and supervise the activities required to execute assigned athletic programs.

Ability to assign, direct and supervise the work of subordinate athletic program personnel.

Ability to exercise independent judgment and fairness in the application of program and game rules and procedures.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

Ability to communicate and establish rapport, understanding and confidence with program participants.

Ability to exercise considerable tact and courtesy in frequent contact with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Considerable knowledge of state laws and guidelines relating to Driver Education and related areas.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.