Columbia Public Schools

Excellence in Education for *All* Students

Job Description

POSITION PROPERTIES

Position Title: Director of Athletics
Schedule / Grade: Salaried Support / 8
Job Code: 01DIRCT651
FLSA: Exempt
Calendar: ADSUP-S
Benefits: Eligible (Retirees not Eligible)
Contract Type: Admin
Bargaining Unit: None
Revised Date: 10/02/2026

PURPOSE

The Director of Athletics directs the District athletic program toward goals which will provide maximum utilization of the District's resources (monies, personnel, and facilities) in meeting the related needs of students.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Assists in recruiting, interviewing, screening and recommending qualified people to fill openings on the interscholastic athletics coaching staff.
- Assumes responsibility for the professional supervision, evaluation, and professional development of the athletics staff.
- Prepares and administers the department budget and reviews and approves requisitions for athletic equipment and supplies.
- Assumes a leadership role in the acquisition, development, planning, and utilization of appropriate playing fields, playgrounds and other athletic facilities.
- Advises building athletic directors and coaches to ensure compliance with the bylaws of the MSHSAA Handbook.
- Represents the School District in matters pertaining to athletics.
- Assist parents with problems when they cannot be solved at school and handles calls from parents concerning eligibility requirements.
- Ensures schools are providing students with all required MSHSAA pre-participation forms and provides guidance to parents on how to maintain eligibility to participate.
- Reviews and evaluates the athletic program and guides the development of systems and procedures necessary for adequate and efficient operation of the athletic program.

- Assures that the scheduling of sports events and the use of facilities do not detract from the total educational program.
- Coordinates the program of middle school and high school interscholastic athletics and works closely with building athletic directors.
- Supervises the School District stadiums as they relate to scheduling, including assisting the Chief Schools Officer in executing rental contracts.
- Assists the Chief Schools Officer in processing applications from Columbia Parks & Recreation for the use of school facilities or fields.
- Assists the Chief Schools Officer, principals, activities coordinators, building athletic directors and coaches in arranging for the safe handling and proper accounting of all revenue from athletic events (including preparation of athletic budgets).
- Compiles a list of coaching staff for Fall, Winter, and Spring sports and communicates such to the Human Resources Office to ensure necessary paperwork is completed and on file.
- Schedules interscholastic athletic contests and selects and arranges officials for interscholastic contests.
- Periodically reviews fee schedule for payment of officials and increases when necessary.
- Arrange ambulance coverage for athletic contests.
- Assists building athletic director with travel arrangements for athletic teams when necessary.
- Notifies appropriate groups or individuals of cancellations in a timely manner.
- Conducts negotiations with media for coverage of sporting events.
- Manages CPS Athletics social media accounts and utilizes the platforms to provide daily announcements of scheduled competitions and results. Communicates and coordinates with local new media regarding schedules, changes, or any other relevant information.
- Issues periodic bulletins and reports related to all athletic activities (rules, regulations, and related information).
- Maintains CPS Athletics website.
- Establish guidelines and supervise summer sports camps conducted by District coaches.
- Procures partnerships between community and CPS athletics.
- Executes and manages agreements with community and CPS athletics
- Responsible for issuing and maintaining a list of complimentary athletic passes for full-time employees and senior citizens (age 65).
- Issues press passes and instructions for their use by local news media and provides a press pass list to the building athletic directors.
- Works closely with the Missouri State High School Activities Association (MSHSAA) regarding rules and regulations pertaining to interscholastic athletic competition.
- Serves as a liaison to the Show-Me State Games working with facilities for the Senior Games, Show-Me State Games.
- Serves as a liaison to the Columbia Sports Commission working with facilities for various sports tourism events.
- Works with Partners in Education.
- Attends District meetings as requested and serves on the Stipend Committee.

- Leads CPS Athletics through various initiatives including Positive Coaching, Inside Out Coaching, and 3D Coaching.
- Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on polices, regulations and values, visit http://www.cpsk12.org.

REPORTING RELATIONSHIPS

Reports To: Chief Schools Officer

Supervises: Building level Athletic Directors and Secretary to the Director of Athletics

QUALIFICATIONS

Minimum: Master's Degree

Preferred: Relevant experience in school and/or athletic administration. Experience in coaching education-based interscholastic athletics.

Ideal: Advanced graduate degree in either educational administration, athletic administration, or sports management. Prior experience as either a district athletic director or school athletic director.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Present information to teachers, staff, other administrators, and boards. Respond to common questions and concerns. Read, analyze, and interpret professional journals, memoranda, policies, administrative procedures, and statutes. Write business correspondence, including staff memoranda and newsletter articles. Keep information confidential when required by law, policy, or the nature of a particular situation.

Computation: Work with mathematical concepts, such as probability and statistical inference, and analyze data for instruction. Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning: Define problems, collect data, establish facts, and draw valid conclusions. Solve a variety of problems in many different situations. Interpret instructions presented in written, oral, diagram or schedule form. Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement.

Technology: Perform computer word processing (including spreadsheets) and Internet research. Access and create reports using the District's student information software and databases Adhere to all District policies and procedures regarding technology use.

Physical demands: Frequently move in and around the building and grounds to visit buildings and attend meetings. The position requires the ability to hear conversations in a noisy environment. Consistent and regular attendance is an essential function of this position, including attend Board meetings and activities and events. Weekends or in evening hours is common.

Environmental conditions: The work environment is consistent with a typical office environment; however, they will occasionally be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer