



Athletic Director

Job Overview

The job of Athletic Director was established for the purpose/s of coordinating the athletics programs and related activities, providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining athletic programs in compliance with established guidelines; and serving as a liaison for the District and its athletic programs.

This job reports to the Assistant Superintendent of Secondary Schools.

Essential Functions

- Assists administrators in performing personnel administrative functions (e.g. hiring, counseling, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring that athletic program outcomes are achieved.
- Collaborates with internal and external personnel (e.g. athletic directors, administrators, auditors, other school system representatives, public agencies, community members, etc.) for the purpose of implementing and/or maintaining athletic programs and related services in an effective, timely and compliant manner.
- Compiles data from a wide variety of sources (e.g. athletic directors, staff, other school systems, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with relevant policies and procedures, and/or monitoring athletic program components.
- Coordinates a wide variety of necessary activities and processes (e.g. transportation, maintenance of athletic facilities and fields, purchase of equipment and supplies) for the purpose of ensuring that District athletic programs and services are provided in a safe, efficient, effective and legally compliant manner.
- Facilitates meetings and workshops for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Investigates complaints and possible wrongdoing related to District athletic programs for the purpose of ensuring that program activities are conducted in a fair, consistent and legally compliant manner.
- Manages athletic program(s) and other related responsibilities for the purpose of providing quality student athletic opportunities, achieving organizational objectives, and ensuring compliance with legal, financial and District requirements.
- Participates in meetings as required (e.g. workshops, inter and intra district committees, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Participates in the planning and monitoring of budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Prepares a wide variety of often complex materials in both manual and electronic formats (e.g. plans, budgets, athletic schedules, letters, memos, presentations, professional development, web pages etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.



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- Presents information on a variety of topics related to administrative responsibilities (e.g. financial information, overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others, implementing actions, etc.
- Researches a wide variety of topics (e.g. policies, eligibility requirements, rule changes, schedules, current practices, staffing requirements, financial resources, etc.) for the purpose of developing new athletic programs/services, ensuring program compliance with established requirements, securing general information and/or responding to requests.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

Position may perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Working Environment

Working environment includes standard office space. This job requires frequent travel to school sites across the District.

Generally, the job requires 60% sitting, 20% walking, and 20% standing.

Other Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Qualifications

Minimum experience: Job related experience with increasing levels of responsibility.

Minimum education: Bachelor's degree in related field.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Valid Administrator's License is preferred.
- Has ability to make challenging decisions, remain professional under stress and possess exceptional judgment.
- Has understanding of TSSAA bylaws in addition to other policies and laws pertaining to secondary school athletics.

Required Testing:

None Specified

Required Certificates and/or Licenses:

Teaching License
Valid Driver's License & Evidence of Insurability

FLSA Status:

Exempt

Continuing Education/Training:

Maintain Licensure

Clearances:

Criminal Justice Fingerprint/Background
Clearance

Employee Type:

Professional

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