

South Umpqua School District

JOB DESCRIPTION

TITLE: District Athletic Director

TYPE: Administration

REPORTS TO: Superintendent or Designee

Position Summary: The Athletic Director is responsible for providing outstanding leadership and communication in the development, organization, implementation, coordination, and evaluation of the district's athletic programs. The Athletic Director must work collaboratively with the building administration, maintenance department, students, parents, staff, coaches, and community members to promote co-curricular athletic programs that foster academic excellence, leadership, character, skill development, sportsmanship, and an understanding of the sport. Inherent in the position are the responsibilities for planning, athletic schedule development, program evaluation, and personnel and financial management of the district athletic program.

QUALIFICATIONS:

- A valid Oregon Administrative License or ability to obtain
- At least one year in school administration or qualified through an administrative internship program
- Successful teaching and leadership experience at grades 6-12
- Knowledge of all Oregon School Activities Association (OSAA), League, and District policy(ies) and procedures
- Ability to communicate effectively with students, parents, staff and other agencies.

Essential Functions:

Administrative/organizational:

1. Serves as District liaison with the Oregon School Activities Association (OSAA), officials' organizations, community partners, parents, patrons, media and other school districts.
2. Prepare a master sports calendar that includes conference and non-conference games/events.
3. Coordinate gym and athletic field use for practices, games, and activities year-round.
4. Work with coaching staff and transportation supervisor to schedule transportation for all away contests.
5. Works with middle school administrators on the scheduling (and rescheduling due to delays/cancellations) of all athletic events.
6. Secures coverage for athletic contests, chain crews, announcers, clock operators, score keepers, line judges, etc. and submit the list of contacted workers for that contest to the event supervisor prior to the event.
7. Collect, file, and notify athletes and coaches regarding student eligibility as it pertains to the OSAA.
8. Works with District leadership to set the vision and goals related to the district's athletic programs.
9. Responsible for oversight of district athletic programs to ensure adherence to all OSAA rules as well as District policies including medical and safety requirements for all athletic teams.
10. Works directly with the facility manager with regards to all athletic facilities to ensure consistent communication and to ensure that overall maintenance and use of sports facilities meet district expectations.
11. Collaborate with the district's Title IX Coordinator to ensure adherence to rules and regulations.
12. Arrange for officials and assures proper supervision of home and designated away games per established agreements.

13. Coordinate community athletic facilities use.
14. Establishes strong partnerships within the community that promote sporting activities for both students and adults.
15. Serves as the first point of contact on athletic related personnel complaints. Complaints are processed in a timely and professional manner with HR support as needed.
16. Professionally represents the school and the district in interactions with parents, community, staff and students.
17. Develop and/or maintain coaches handbook with input from District administration.
18. Assumes other duties as may be assigned by the Superintendent.

Personnel management:

1. Act as a resource person and coordinator for all coaches. Provide day-to-day supervision to coaches.
2. Ensures all coaches have completed all District training requirements and met all requirements of OSAA.
3. Provide training and in-services to coaches. Ensure that coaches are knowledgeable about program values and philosophy through regular (at least once per season) inservices, feedback, and dissemination of the Athletic Handbook and key policies. Conduct coaches' meetings.
4. Collaborate with building administrator on the hiring process of coaching positions; ensures that all paid coaches complete required hiring steps prior to beginning assignment.
5. Ensure that all athletic volunteers complete the application and criminal history background check process prior to beginning assignment.
6. Evaluate all athletic programs on an annual basis. Evaluation of all coaches.

Supervision:

1. Supervise home athletic contests, and arrange for others to do so. Supervise away games as needed. Acts as host to officials and visiting teams. Oversee employees and volunteers who work the contest.
2. Establish an athletic code; ensure participants know about it; implement it in a fair and consistent manner.

PHYSICAL REQUIREMENTS:

Employee may: stand/walk 4-6 hours; sit 4-6 hours; drive 1-4 hours. The employee may use hands for repetitive single grasping, fine manipulation, and pushing/pulling 40 pounds maximum. The employee may bend, squat, lift and climb stairs occasionally.

EVALUATION: Performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of administrative personnel.

TERMS OF EMPLOYMENT

Current work year is approximately 225 days per year, subject to change.
Salary and benefits as determined by Board of Directors.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Date

Employee Signature

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, task, duties, or responsibilities not listed herein.