



**PURPOSE:**

Provides leadership and directions for the overall programs of interscholastic athletics and co-curricular activities for the District.

**REPORTS TO:**

Principal

**QUALIFICATIONS:**

- Teaching or administrative license preferred
- Bachelor's degree in education or successful experience in a leadership position with proven managerial skills
- Successful Athletic Director experience in a 9-12 school leadership position preferred
- Five years' experience as a coach or equivalent program experience
- Experience working in a diverse school community and environment

**ESSENTIAL DUTIES & RESPONSIBILITIES**

- Oversees athletics, activities and clubs for the District.
- Provides and maintains a positive public relations program for the co-curricular programs within the District involving, parents, patrons, media and with other school districts
- Responsible for the development, maintenance, evaluation and enforcement of District interscholastic and co-curricular policies and procedures
- Assists in interviewing, recommending for hire, assigning, and evaluating all coaching personnel and activity advisors
- Responsible for orientation and in-service training for all coaching personnel and activity advisors
- Represents the District in matters of interscholastic athletics and co-curricular activities at the high school (OSAA) level
- Responsible for the organization and scheduling of all athletic events including officials and assisting with planning and travel arrangements for non-athletic co-curricular events
- Develops and maintains budget for all athletic programs and co-curricular activities
- Attends monthly board meetings as directed
- Oversees the preparing of playing surfaces for competitions
- Corresponds with district staff and stakeholders via email
- Maintains regular on-time attendance
- Establishes and maintains facility use schedule
- Schedules transportation for all athletic and co-curricular activities
- Responsible for providing direction to coaching staff and activity / club advisors regarding the supervision of bus discipline and students on buses during co-curricular trips
- Responsible for assuring coaches and advisors maintain an accurate inventory of all equipment used in interscholastic and co-curricular activities; budgets for replacement equipment
- Develops and continues to evaluate appropriate rules and regulations governing the conduct of athletic and co-curricular activities
- Establishes and enforces the physical, academic and training requirements of eligibility for participation as outlined in the Co-curricular Participant Agreement



- Ensures all off-site coaches & volunteer coaches receive mandatory training prior to student contact annually
- Maintains high level of skill and knowledge in sport safety to assure prevention of injury and protection of students
- Remains objective, deliberate and tactful in stressful and emotional situations. A reputation of respect, productive relationships and client-centered rapport.
- Demonstrates conflict resolution skills as needed
- Manages head coaches who supervise assistant and JV coaches in the athletic department
- Manages and supervises facilities staff and activities secretary
- Provides direction and support to non-athletic, co-curricular activity advisors
- Responsible for the overall direction, coordination and evaluation of the district co-curricular program
- Carries out supervisory responsibilities in accordance with the district's policies and applicable laws
- Responsibilities include interviewing, making recommendations for hiring, and training employees; planning, assigning and directing work; appraising performance; addressing complaints and providing conflict resolution
- Other duties as assigned by administrator.

**PHYSICAL REQUIREMENTS:**

- Requires prolonged sitting or standing.
- Must work in an atmosphere that may be stressful with frequent interruptions.
- Requires some travel.
- Occasional stooping, bending and reaching.

**Rate of Pay:**

According to Supervisor Salary Schedule