

Union Public Schools Job Description

Position Title: Director of Athletics
Department: Teaching and Learning
Reports To: Associate Superintendent of Teaching and Learning

FLSA Designation: Exempt

SUMMARY: Provides administrative direction and oversight, including compliance with all applicable laws, regulations and policies, for the District's interscholastic athletics and intramural activities, as well as oversight of all related programs, activities and personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Provides administrative direction and oversight for all athletics programs, including oversight for the planning, implementation, scheduling and promotion of interscholastic and intermural athletic programs.
- Ensures compliance with all federal, state and conference regulations and policies, as well as all District policies.
- Maintains strict observance of equality of opportunity in girls' and boys' sports; keeps informed of legal requirements; and advises District administrative personnel of issues of concern.
- Administers departmental funds and accounts in a fiscally responsible manner.
- Ensures compliance with District and Board policies for purchasing and cash handling policies.
- Supervises Athletic Department staff.
- Maintains standards of conduct not only for Athletics Department employees, but also for coaches during their athletic activities.
- Responsible for overseeing the training, mentoring, and evaluating of coaches and athletics staff.
- Oversees in-service training and orientation of coaching staff.
- Oversees the selection and assignment of all coaching personnel.
- Promotes and sustains a culture of safety, sportsmanship, professionalism and respect at all levels.
- Oversees the supervision, control, issuance, and maintenance of athletic equipment and facilities.
- Collaborates with District administrative personnel and school site administrators.
- Collaborates with Executive Director of Communications in the preparation of press releases, arrangement of media coverage for athletic events, and as necessary to assure appropriate media coverage.
- Oversees and insures the appropriate ordering of appropriate equipment, uniforms, services, etc.
- Collects and analyzes departmental/athletics data to prepare appropriate reports.
- Oversees the physical and training requirements for student participation and oversees the enforcement of academic eligibility for student participation.
- Oversees game administration, including organization and scheduling of athletic events, as well as special events.
- Represents the District at professional meetings and other special or public events.
- Represents the School District in matters of interscholastic athletics with the OSSAA.
- Represents the District in matters of interscholastic athletics with the Frontier Conference and the Arkansas Valley Conference.
- Oversees the contracting of officials for all home contests.

- Oversees the arrangement of transportation for away contests.
- Oversees the development and evaluation of appropriate rules and regulations governing the conduct of athletic activities.
- Fosters good school-parent relations by assuring staff are maintaining communications regarding athletics rules and regulations.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises Athletic Department staff and coaches during athletics activities. Responsible for assisting with the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: *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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's Degree and experience in administration of athletics programs.

CERTIFICATES, LICENSES, REGISTRATIONS: Oklahoma administrative certification.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to analyze and write reports and correspondence. Ability to speak effectively before administrators, staff, parents and students.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume

REASONING ABILITY: Ability to solve high level and/or complex problems and deal with a variety of abstract and concrete variables in situations where limited or no standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit, walk, stand, and travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet and loud environments.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works both inside and outside in various weather conditions. The employee must be able to meet deadlines with severe time constraints. The employee will frequently will work irregular or extended work hours while performing the duties of this job. The employee is directly responsible for safety, well-being and work output of students and coaches.

The noise level in the work environment is quiet in the office area, but can be expected to be loud in activity situations.