

Job Title:	<b>ATHLETIC DIRECTOR</b>	Reports to:	<b>Principal/Asst. Principal</b>
FLSA status:	<b>Exempt</b>	Supervisor duties:	<b>Faculty/Staff/Coaches</b>
Classification:	<b>Certified</b>	Approved on:	<b>10/13/2020</b>
Position Summary:	This position administers the boys and girls athletic and/or intramural programs in compliance with the Arizona Interscholastic Association (AIA) and philosophy of the District.		

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Works cooperatively and maintains effective relationships with students, parents, district personnel and the general public.
- Responds with tact and courtesy in public or telephone contact situations and provides information requiring a knowledge of state and county education laws, board policies, district procedures and general educational information pertaining to the school.
- Separates those items that are of a confidential nature from those that are not.
- Administers, under the supervision of the assistant principal for student services, the district athletic program.
- Serves as District’s representative to the AIA and at division and conference athletic meetings.
- Supervises school gardeners in the upkeep of athletic fields and facilities.
- Develops procedures necessary for the administration of the athletic program.
- Conducts meetings and workshops for coaches.
- Assists in the evaluation of the athletic program and of coaching personnel.
- Works daily with athletic coaches.
- Serves as coordinator for the use of all high school athletic facilities.
- Assists the school equipment managers in the efficient operation of athletic supply needs.
- Recommends approval of athletic expenditures.
- Secures workers for athletics events.
- Serves as the school contact for athletic officials.
- Assists in supervising athletic events on a rotation basis with school administrators.
- Recommends approval of all athletic activities, grades 9-12.
- Keeps all coaches informed of AIA rules and regulations.
- Submits forms for fees for security, officials, workers and tournaments.
- Continually recruits personnel for coaching assignments.
- Responsible for fund raising for athletic department.
- Other duties as assigned.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Operate a variety of equipment including computers, copiers, overhead projectors, motor vehicle
- Listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- Ability to respond appropriately to inquiries or complaints
- Ability to read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, spreadsheets, staff development
- Knowledge on how to plan, educational forms and data write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- Speak before groups of people with poise, voice control and confidence
- Knowledge on how to apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- Demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- Interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and
- Problems to generate options and solutions; interpret and carry out oral and/or written instructions

- Demonstrate continued professional curiosity and growth
- Communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- Ability to hear, speak, read, record, and explain information, communication adequately
- Ability to maintain a collected behavior in stressful situations

## **QUALIFICATIONS & REQUIREMENTS:**

### **Education & Experience:**

- Master's degree
- A minimum of three years successful teaching experience in public school
- Valid AZ Teaching Certificate / Supervisor / Principal

**Computer Proficiency:** MS Office Suite, Google Suite

## **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 the 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 required stand for sustained periods of time; walking for possibly long distances; hearing: perceive the nature of sounds at normal speaking levels with or without correction and ability to receive oral communication; position requires a medium level of work that consists of exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently.

## **WORK ENVIRONMENT:**

The position is exposed to both inside and outside environment conditions; The noise level in the work environment is moderate to loud and may become excessively noisy at times. Will have contact with employees, external agencies and the public. May be exposed to infectious diseases, air, water and bodily fluid borne pathogens.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*