

### **9.3.08 DIRECTOR OF ATHLETICS**

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**Reports To:** Assistant Superintendent

**Dept/Campus:** Arkansas High School/Athletic Complex

**Wage/Hour Status:** Exempt

**Length of Contract:** 240

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#### **PRIMARY PURPOSE:**

Serve as high school head football coach. Promote, support, supervise, manage, direct, and provide leadership for the total athletic programs at all levels in the district and to ensure exemplary opportunities and experiences for all participating students.

#### **QUALIFICATIONS:**

##### **Education/Certification:**

Bachelor's degree from an accredited university

Arkansas mid-management or other appropriate Arkansas administration certificate desired

Valid Arkansas teaching certificate with physical education endorsement

Valid Arkansas teaching certificate with coaching endorsement preferred

##### **Special Knowledge/Skills:**

Knowledge of the overall operations of an athletic program

Ability to manage budget and personnel

Strong communication, public relations, and interpersonal skills

Knowledge of state and Arkansas Activities Association policies governing athletics

Calm and patient demeanor with students and others

##### **Experience:**

Five years of successful teaching and coaching experience

The Board may find appropriate and acceptable alternatives to the above qualifications.

#### **EVALUATION:**

Directors employed by this district will be evaluated annually.

#### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Demonstrate relentless commitment to academic achievement of all students.

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2. Demonstrate effective customer service strategies to all district patrons.
3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.
4. Communicate and promote expectation for high-level performance from staff and students; hold staff and students accountable for high performance; recognize excellence and achievement.
5. Articulate a clear direction for all students and staff; articulate a positive image of the school district and school district personnel.
6. Be visionary and innovative; create the short- and long-range goals for the district's athletic programs in cooperation with the administrators, coaches, and faculty.
7. Provide leadership for the athletic department and place it in the proper educational perspective.
8. Monitor compliance with NCAA standards of eligibility.
9. Work with principals to recommend quality leaders for positions in all sports.
10. Be responsible for long-range planning for athletic needs.
11. Be responsible for providing a clear and consistent articulation for all athletic and physical education programming for the district.
12. Constantly evaluate all programs, always seeking ways of improving all interscholastic athletic/activity programs.
13. Be administratively responsible for the organization, operation, and coordination of the overall program of athletics.
14. Be involved in the interview process for prospective teachers/coaches when appropriate.
15. Keep the superintendent informed of problems and/or potential problems as they arise.
16. Coordinate the use of all athletic facilities in the school district by athletic groups inside or outside the school district.
17. Plan, organize, and supervise all athletic awards programs with the booster clubs.
18. Be responsible for scheduling physical examinations in accordance with the requirements of the Arkansas Activities Association.

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19. Serve as school liaison to all athletic booster clubs.
20. Be responsible for the annual review of and recommendations for changes in the Athletic Policy and Staff Handbook.
21. Observe and evaluate coaches sufficiently in order to make future recommendations in terms of job descriptions, expectations, and assignments.
22. Be responsible for timely conflict resolution when issues develop involving staff, students, or parents.
23. Be responsible for preparing an athletic budget for the district and for each sport, along with assistance and input from head coaches.
24. Be responsible for the writing of specifications, securing bids, and for the purchase of all athletic equipment.
25. Coordinate the standardization of all athletic equipment and the annual reconditioning of all pertinent equipment.
26. Coordinate the use, storage, and inventory of all athletic equipment.
27. Ensure that all athletic equipment and facilities comply with the appropriate governing guidelines.
28. Work with principals to supervise coaches of all sports in determining student accountability, transfers, and all AAA regulated issues.
29. Be responsible for scheduling athletic contests and events for all programs in the district.
30. Assist in maintaining long-range facility plans.
31. Be responsible for ensuring that all athletic facilities and equipment are appropriately maintained and in proper condition for student use.
32. Be responsible for securing medical and security personnel as needed for safety, protection, and care of students and adults at games, events, etc.
33. Be responsible for securing, paying, and accommodating officials for athletic contests.
34. Maintain a permanent file of players, medical examinations, insurance forms, records, parent consent forms, payments, etc.
35. Maintain permanent records for each sport, such as wins and losses, outstanding records, students lettering, etc.

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36. Be responsible for the operation, organization, and staffing of all athletic activities, including the use of the press box and other facilities.
37. Work with principals and sponsors in promoting community understanding and support of the athletic program.
38. Strive to build, promote, and maintain good sportsmanship by all participants and fans.
39. Be responsible for publicity and marketing strategies and efforts to promote all activities.
40. Be responsible for developing and maintaining a district diversity plan to provide equity in student involvement in all sports.
41. Prepare and keep a calendar of school athletic events. Communicate this calendar and a list of activities to all administrators, coaches, sponsors, booster clubs, news media, etc.
42. Be responsible for maintaining district compliance with Title IX issues in all areas of the district's athletic programs.
43. Be responsible for administering all interscholastic policies and procedures working within the rules and by-laws of the Arkansas Activities Association.
44. Assure all contracts in relation to contest, vending, and other sources are legal and followed.
45. Be responsible for determining scholastic eligibility of all candidates for athletic teams each semester and for certifying their eligibility on the proper state forms.
46. Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

Supervise and evaluate the performance of coaches and support staff assigned to the area of athletics

### **WORKING CONDITIONS:**

#### **Mental Demands/Physical Demands/Environmental Factors:**

Ability to communicate effectively (verbal and written), interpret policy, procedures, and data; coordinate district functions, maintain control under stress, maintain a clear focus on customer delight, frequent district and state-wide travel, occasional prolonged and irregular hours

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Date Adopted: August 2, 2007

Last Revised: March 24, 2009

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

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Employee

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Date

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Supervisor

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Date