Job Title: District Athletic Director  
Reports To: Director of Operations  
FLSA Status: Exempt  
Contract Days: 260

JOB 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 building administration, 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES  
Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Assumes responsibility for the scheduling (and rescheduling due to delays/cancellations) of all athletic and co-curricular events consistent with the RSD Activity Tier System.
2. District athletic and co-curricular advocacy with OSAA.
3. Supervises and directs the coaching staff to ensure that proper practice schedules are maintained and that OSAA rules are adhered to by all athletic teams.
4. Arranges for officials and assures proper supervision of home and designated away games per established agreements.
5. Oversees and supervises the coaches in the cleaning, storage, and maintenance of all athletic equipment and uniforms, including the maintenance of updated inventories (including; but not limited to safety recertification of football helmets and other PPE for teams).
6. Oversees, supervises and evaluates the athletic programs.
7. Will make arrangements for athletic and co-curricular (Tier I) related transportation with RSD transportation department.
8. Collaborates with building administrator, or designees on development of a system for fundraising (signs) and advertising. Monitors the effectiveness of the system and makes adjustments as needed.
9. Develops and implements appropriate rules and regulations governing the conduct of athletic activities, participants and observers.
10. Ensures adherence to medical and safety requirements.
11. Inspects facilities and athletic fields for health and safety concerns and makes recommendations for improvements.
12. Maintains necessary records and completes required paperwork in a specified time and manner.
13. Ensures that proper form(s) (insurance, attendance, medical) are obtained and current for participants.
14. Ensures that all student athletes are eligible, insured and have paid fees.
15. Coordinates all athletics related services (ticket takers, announcers, event managers, etc).
16. Serves as District liaison between local and state athletic authorities.
17. Facilitates necessary meetings with coaches and other RSD team members.
18. Maintains a safe environment for students at all times.
19. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
20. Appropriately maintains and secures confidential records and inquiries.
21. Professionally represents the school and the District in interactions with parents, community, staff and students.
22. Maintains appropriate certifications and training hours as required.
23. Follows and maintains knowledge of all District policy(ies) and procedures.
24. Attends work regularly and is punctual and reliable.
25. Attend and supervise as requested by building administration RHS/RVHS varsity athletic contests

HUMAN RESOURCES BASED RESPONSIBILITIES
1. Oversee and supervise designated RSD team members to ensure they complete all mandatory training prior to beginning RSD assignment.
2. Collaborate with building administrator on the hiring process of all head coaching positions; ensures that all paid coaches complete required hiring steps prior to beginning assignment.
3. Oversee and supervise volunteers; ensure that all volunteers complete the application and criminal history background check process prior to beginning assignment.
4. Collaborate with building administrator assigned to athletics on conducting performance evaluations for head coaches. Provide head coaches with input on other coach evaluations.
5. 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.
6. Is mindful of maintaining compliance with Title IX regulations and stays current with changes to this law.
7. Maintain a current coach roster in cooperation with Human Resources to ensure that compensation isn’t issued to non-employed personnel.

MINIMUM QUALIFICATIONS
1. Bachelor’s Degree
2. Experience serving as an athletic director
3. Minimum of five years classroom teaching experience at the secondary level
4. Minimum of three years head coaching experience
5. Valid licence issued by TSPC
6. Successful experience serving in a leadership role at the school level (teacher leader)

PREFERRED QUALIFICATIONS
1. Bilingual (English/Spanish)
2. Administrative license
REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to plan, organize, and direct a comprehensive secondary athletic program aimed at ensuring students have a competitive and healthy athletic experience.
- Ability to lead improvement efforts toward identified program targets by motivating and mentoring coaches and facilitating systemic change strategies.
- Commitment to equity in athletic and co-curricular opportunities for students.
- Interpersonal Skills: Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others’ ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with and lead or motivate students, parents and RSD team members.
- Language Skills: Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students, parents and other school staff. Ability to verbally respond to common inquiries from students, parents, coaches and staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of instructions in varying forms and deal with several abstract and concrete variables. Ability to problem solve and deal with a variety of concrete variables in situations where only limited standardization exists.
- Computer Skills: General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, Excel, Gmail. Ability to type accurately and proficiently.
- Other Skills and Abilities: Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of young students. Strong background in the rules and regulations of athletic sports. Possesses knowledge of effective behavior management methods. Ability to delegate responsibilities and meet time lines. This work requires working non-standard hours to attend games and set up and take down.
- Certificates, Licenses, Registrations: Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card, Oregon Driver License, coaching certification, bloodborne pathogen training and blood spill training.

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 regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

**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. Regularly perform work beyond a standard 40-hour work week when workload requires.

The employee is occasionally exposed to wet or humid outdoor weather conditions. The noise level in the work environment can be moderate to high.

**OTHER**
*Note:* This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By:  Lynn Evans  
Updated: March 2017

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: ___________________________________________  Date: ______________

Employee Printed Name: ___________________________________________

Supervisor Signature: ___________________________________________  Date: ______________

Supervisor Printed Name: _________________________________________