



## ATHLETIC DIRECTOR

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### Position Summary

Manage and oversee the athletic program of a District 4J high school. Develops, implements, organizes, coordinates, and leads all aspects of program for the betterment of District students. Collaborates and communicates effectively with stakeholders. Provides day-to-day guidance to coaching staff. Supervises home athletic contests and arranges for others to do so.

### Supervisory Relationship

- Reports to High School Principal or designee. Requires collaboration and accountability to District Athletic Director.
- Provides day to day direction to all coaches in the program.

### Essential Functions

#### Administrative/organizational:

1. Prepare a master budget and effectively implement it. Supervise equipment inventories.
2. Oversee accounting, security and control of gate receipts, student participation fees, and activities accounts.
3. Prepare a master sports calendar that includes conference and non-conference games/events.
4. Coordinate gym and athletic field use for practices, games, and activities year-round.
5. Work with coaching staff and transportation supervisor to schedule transportation for all away contests.
6. Make travel arrangements and overnight accommodations for players or athletic teams (and coaches) competing in postseason competition.
7. Seek and recommend suitable competition for all non-conference events/games.
8. Provide for all officials for 9-12 contests. Confirm official's contracts and all non-conference contest agreements.
9. Secure game workers for athletic contests, chain crews, announcers, clock operators, score keepers, line judges, etc. and submit the list of contacted workers for that contest to the event supervisor prior to the event.
10. Submit athletic expense request sheets for payment of officials and other workers to district office or high school designee.
11. Coordinate the collection of rosters for program information as needed.
12. Disseminate OSAA materials and enforce OSAA rules and regulations, including player eligibility.
13. Collect, file, and notify athletes and coaches regarding student eligibility as it pertains to the OSAA and 4j policies.
14. Coordinate the ordering and distribution of letters and certificates.
15. Regularly review (at least once/season) budget with District Director of Athletics.
16. Coordinate field trip requests for OSAA-approved activities and clubs.
17. Coordinate community athletic facilities use.
18. Coordinate registration of student clubs and activities.

### **Personnel management:**

1. Act as a resource person and coordinator for all coaches. Provide day-to-day supervision to coaches. Recommend personnel actions to principal.
2. Track and monitor all mandatory training requirements of all coaches.
3. Provide training and in-services to coaches. Ensure that coaches are knowledgeable about program values and philosophy through regular (at least once per season) in-services, feedback, and dissemination of the Athletic Handbook and key policies. Conduct coaches' meetings.
4. Track and monitor all coaching certifications as required by OSAA.
5. Assist in hiring coaches.
6. Evaluate all athletic programs on an annual basis. Assist administrators in evaluation of all coaches, provided that the administrator retains the responsibility for evaluating coaches.
7. In collaboration with the building principal, complete post-season conferences with head coaches after the conclusion of their sport season.

### **Supervision:**

1. Supervise home athletic contests, and arrange for others to do so. Supervise away games as needed. Acts as host to officials and visiting teams. Oversee employees and volunteers who work the contest.
2. Establish, in collaboration with District Athletic Director, an athletic code; ensure participants know about it; implement it in a fair and consistent manner.

### **Leadership – overall:**

1. Establish and maintain a climate for the school's athletic program that promotes the District's athletics program philosophy and goals. Foster inclusiveness and respect for diverse student athletes.
2. Make recommendations for improvement of the program to the building principal and District Director of Athletics
3. Assume responsibility for the interpretation and implementation by coaches of all board policies, school rules and procedures, codes of conduct, applicable laws, safety expectations, and athletic handbook.
4. Collaborate on a regular basis with District Director of Athletics on program responsibilities, programmatic issues, scheduling challenges, and proposed major changes to facilities or program.
5. Provide leadership and a visible presence at athletic events.
6. Assume responsibility for the safety of all facets of the athletic program; coordinate with Risk Management and Athletic Trainers as needed.

### **Resolving problems/communication:**

1. Resolve problems, issues, and concerns that may arise between coaches and athletic programs. Resolve issues arising with individual athletes.
2. Generally serve as first point of contact for students and their parents to express their concerns about an athletic or activities program or a coach.
3. Work cooperatively with the building administrator to ensure district adherence to all OSAA and district policies, administrative rules, procedures, and codes relating to and participation in athletics.
4. Inform principal of activities and issues facing program.

5. Implement plans for regular communication with parents and athletes.

**Other:**

1. Serve as liaison to Booster and community organizations.
2. Meet the standards for Competent and Ethical Performance as set forth in Oregon Administrative Rules, OAR 584-020-0000 et seq.
3. Perform other duties as requested by supervisor or District Director of Athletics.
4. Maintains availability for evening and weekend hours and full or partial workdays during winter, spring and summer breaks as needed.

**Required Knowledge, Skills and Abilities**

1. Knowledge of OSAA rules and regulations; student conduct code;
2. Knowledge of District and school policies, procedures, and rules.
3. Able to organize work, set priorities, meet deadlines and follow up on assignments with a minimum of direction and under stressful circumstances.
4. Able to work effectively with a diverse range of high school age students and their parents, and employees.
5. Able to communicate well, with a wide-range of constituents, in writing and verbally.
6. Able to work extensive hours. After hours work is routine and expected.
7. Ability to establish and maintain effective relationships with students, parents, community partners, and others.

**Minimum Qualifications**

Education:

Bachelor’s degree from accredited college or university. Teaching license required.

Experience:

Minimum five years of working in a leadership role as a coach or educator.

**Work Environment**

Working environment is usually a moderately quiet but busy office setting, with frequent interruptions. Occasional exposure to considerable noise. Frequent work in gym and athletic fields with uneven surfaces. Occasional exposure to variety of weather conditions.

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	Eugene Education Association
<b>Pay Grade</b>	Licensed Salary Schedule
<b>Approved by</b>	Dr. Sheldon Berman – <i>Superintendent</i> Cydney Vandercar – <i>Director of Human Resources</i>
<b>Last revised</b>	May 2015

**Employee Statement**

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

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Employee Name (Print)

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Date

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Employee Signature

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Date