



DISTRICT ATHLETIC DIRECTOR

Position 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 the building administration, maintenance department, 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.

Supervisory Relationship

This position reports to the Director of Secondary Education - High Schools.

Essential Functions

1. Serves as District liaison with the Oregon School Activities Association (OSAA), officials organizations, community partners, parents, patrons, media and other school districts. An essential duty of this position is to manage and oversee all district athletic programs and therefore this employee will not be allowed to hold the position of coach for Eugene School District 4J due to a conflict of interest.
2. Works with school-based ADs on the scheduling (and rescheduling due to delays/cancellations) of all athletic events.
3. District athletic and co-curricular advocacy with OSAA.
4. Works with District leadership to set the vision and goals related to the district's athletic programs.
5. Supervises and directs the school-based athletic directors with input from each high school administrator.
6. Responsible for oversight of district athletic programs to ensure adherence to all OSAA rules as well as District policies including medical and safety requirements for all athletic teams.
7. Collaborate with the district's Title IX Coordinator to ensure adherence to rules and regulations.
8. Ensures site-based athletic directors arrange for officials and assures proper supervision of home and designated away games per established agreements.
9. Establish systems to support site-based athletic directors to schedule and access transportation for athletic related events.
10. Works directly with the maintenance department with regards to all athletic facilities to ensure consistent communication with site-based athletic directors and coaches and to ensure that overall maintenance and use of sports facilities meet district expectations.
11. Promotes, organizes, and oversees multiple athletic and community sports events to fully maximize district facilities for the benefit of 4J and community partners.
12. Collaborate with building administrators and site-based athletic directors on the development of a system for equitable and adequate fundraising and advertising. Monitor the effectiveness of the system and make adjustments as needed.

13. Develops and communicates appropriate rules and regulations governing the conduct of athletic activities, coaches, participants and observers to site-based athletic directors.
14. Inspects district athletic facilities and fields for health and safety concerns and make recommendations for improvements.
15. Maintains necessary records and completes required paperwork in a specified time and manner both for the District and OSAA.
16. Establishes a district-wide system to track and ensure that all student athletes are eligible, insured and have paid fees.
17. Collaborates with site-based athletic directors to coordinate all athletics related services (ticket takers, announcers, event managers, etc.).
18. Serves as district liaison between local and state athletic authorities.
19. Facilitates regular meetings with athletic directors and other district team members.
20. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
21. Provides clear and consistent communication to support a strong athletic program.
22. Establishes strong partnerships within the community that promote sporting activities for both students and adults.
23. Appropriately maintains and secures confidential records and inquiries.
24. Professionally represents the school and the district in interactions with parents, community, staff and students.
25. Maintains appropriate certifications and training hours as required.
26. Serve on district committees and councils as requested by Supervisor.
27. Follows and maintains knowledge of all district policies and procedures.
28. Attends work regularly and is punctual and reliable.
29. Oversee and supervise site-based athletic directors to ensure coaching staff complete all mandatory training prior to beginning coaching assignment.
30. Collaborate with building administrator and athletic director on the hiring process of coaching positions; ensures that all paid coaches complete required hiring steps prior to beginning assignment.
31. Establish and maintain a district wide process to ensure that all athletic volunteers complete the application and criminal history background check process prior to beginning assignment.
32. 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.
33. Is mindful of maintaining compliance with Title IX regulations and stays current with changes to this law.
34. Maintain a current coach roster in cooperation with Human Resources to ensure appropriate compensation to hired athletic staff.
35. Develop and/or maintain coaches handbook with input from District administration.
36. Perform other duties as assigned.

Required Knowledge, Skills and Abilities

1. Knowledge of OSAA rules and regulations; student conduct code.
2. Commitment to equity in athletic and co-curricular opportunities for students.
3. Knowledge of District and school policies, procedures, and rules.
4. Ability to plan, organize, and direct a comprehensive secondary athletic program aimed at ensuring students have a competitive and healthy athletic experience.
5. Ability to lead improvement efforts toward identified program targets by motivating and mentoring coaches and facilitating systemic change strategies.

6. Skilled in 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.
7. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students, parents and other school staff.
8. Ability to organize work, set priorities, meet deadlines and follow up on assignments with a minimum of direction and under stressful circumstances.
9. Able to work effectively with a diverse range of high school age students and their parents, and employees.
10. Able to communicate well, with a wide-range of constituents, in writing and verbally.
11. Able to work extensive hours. After hours work is routine and expected.
12. 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. Professional Administrative 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 a variety of weather conditions.

ADDITIONAL INFORMATION	
Employee Unit	4J MAPS Association
Pay Grade	Grade 12 – 12 Month Calendar
Developed by	Karen M. Hardin, Director of Human Resources
Approved by	Cydney Vandercar, Superintendent Dr. Andy Dey, Director of Secondary Education
Last Revised	June 29, 2021