

Meeker School District Re-1

Job Description

Title: Athletic Director/Teacher
Department(s): High School Athletics
Reports to: High School Principal
Work Year: Full time based on school calendar



Job Summary:

The Athletic Director/Teacher will supervise, coordinate and evaluate all high school athletics to support the extracurricular development of participating students. Responsible for and provide leadership, guidance and administration for Coaches, Volunteer Coaches, Club Sponsors and the Athletic Secretary. A minimum of two classes will be taught in conjunction with the Athletic Director duties.

Summary of essential job function:

1. Establishes and maintains the athletic master calendar.
2. Provides, instructs, and develops job descriptions for athletic club sponsors.
3. Coordinates all club activities in the school.
4. Plans and coordinates school athletics participation in the district, community and for state and national events.
5. Meets with vendors regarding varsity letters and pins, team photographs, and established procedures for bidding and contracts for such items and services.
6. Assumes responsibility for own professional development by keeping abreast of current findings and research in appropriate journals, magazines, and periodicals.
7. Organizes and administers the overall program of extracurricular athletics, both intramural and interscholastic.
8. Develops and implements coaches and sponsors evaluation instruments.
9. Provides leadership in the selection, assignment, and evaluation of athletic coaches.
10. Is responsible for evaluation of coaches and sponsors.
11. Fosters good school-community relations by keeping the community aware of and responsive to the needs of the athletic program.
12. Assumes responsibility for the organization and scheduling of all interscholastic and intramural athletic events.
13. Hires officials, team physicians, and law enforcement as required, and assumes general responsibility for the proper supervision of home games.
14. Arranges transportation for athletic and activities trips.
15. Makes provisions for activities participants, athletes, sponsors and coaches when an overnight program is necessary.
16. Develops and enforces appropriate rules and regulations governing the conduct of athletic activities and extra-curricular activities.
17. Establishes tracking reports for physical and academic requirements of eligibility for participation in each sport, and verifies each athlete's eligibility.

18. Prepares and administers the athletic program budget.
19. Requisitions program supplies and equipment.
20. Supervises ticket sales and fund-raising events.
21. Makes arrangements for non-school use of playing fields and facilities and arranges gym, field and weight room practice schedules.
22. Serves as building administrator in the absence of the principal.
23. Is responsible for administering all CHASSA, state and district rules.
24. Insures training of coaches, sponsors, and other personnel in CPR and other appropriate training.
25. Keeps records of the results of all senior high school athletic contests, and maintains a record of all award winners, including athletic scholarships.
26. Is responsible for adhering to all school district policies regarding personnel.
27. Works in conjunction with appropriate agencies to plan and supervise award presentations for all athletic sports.
28. Performs other tasks as required by the principal, superintendent, or board.

Qualifications and Experience:

- Bachelor's Degree or higher.
- Must hold valid teaching license by the Colorado Department of Education and local Board of Education.
- At least three years of successful teaching and/or school administration experience.
- At least one year experience as a coach and/or activities sponsor.
- Demonstrate the ability to work with students, teachers, parents and citizens of the community.
- Demonstrate the ability to implement effective public relations.
- Organized skills to complete tasks responsibly and on time.

Clearances:

- Successful complete of background check as required through Colorado Department of Education.

Physical Demands:

- This job requires being able to safely lift 50 pounds without any physical limitations on a daily basis.

Work Environment:

- The noise level in the work environment is usually moderate.
- Handles and maintains composure during high stress tasks.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as assigned by the Superintendent.