

JOB TITLE: DIRECTOR OF ATHLETICS

REPORTS TO: SUPERINTENDENT

SALARY SCHEDULE:

CLASS CODE: 7463

Scope of Responsibilities

Provides leadership to and general oversight of the district's activities/athletics. Supervises personnel involved in the development and implementation of district wide activity/athletic; monitors rules and regulations of the Kentucky High School Athletic Association and the Frankfort Board of Education; develops and maintains an effective activity/athletic bidding procedure in conjunction with the districts finance officer.

Performance Responsibilities

1. Design and implement the activities and athletics events in a fair and equitable manner throughout the school district.
2. Work cooperatively with the Kentucky High School Athletic Association and serve as a liaison between member schools and KHSAA.
3. Administer and enforce the activities and athletic policies, regulations and rules.
4. Investigate all allegations of infractions and make recommendations, to the superintendent for appropriate remedies or corrective action. The superintendent will determine the final remedies and action taken. Those remedies and actions will be communicated to the board.
5. Strive to create, implement, enhance and review the tutoring learning opportunities for students participating in activities and athletics.
6. Implement and review eligibility standards and student participation processes.
7. Review the management of local school athletic/activity funds, determine compliance with policies, and develop a plan to fund district wide activities not covered by the operation budget that pertains to this office.
8. Work cooperatively with identified community agencies, structures, athletic leagues and organizations to ensure an open dialogue with the school district.
9. Ensures that all paperwork is completed according to Red book.
10. Provide leadership, supervise and evaluate assigned staff.
11. Analyzes community needs, trends and legislative activity that improve or threaten inclusion, fairness and/or access and make recommendations to district administration for improvement.
12. Analyzes and assists in the formulation, development and implementation of procedures to comply with policies adopted by the Board related to diversity, equity and poverty.
13. Perform all other duties assigned by the superintendent.

Minimum Qualifications

1. Bachelor's degree
2. Experience in the areas of activities, intramural, human relations and athletics
3. Successful supervisory experience in student activities
4. Demonstrated ability to work with Principals, athletic directors, game officials, community organizations and booster clubs
5. Ability to organize and manage programs of activities as an integral part of the total educational program of the district
6. Five (5) years administrative experience in education and/or governmental related positions
7. A general knowledge of federal and state regulations affecting compliance in an educational agency

Desirable Qualifications

1. Master's degree with Kentucky certification in administration and/or supervision
2. Three (3) years successful experience as an athletic director
3. Arts Experience
4. NIAAA Certified Athletic Administrator
5. NIAAA Certified Master Athletic Administrator
6. Prior experience in program development Knowledge of Civil Rights enforcement agencies and procedures
7. Demonstrated ability to work with agencies and community organizations General Knowledge of Kentucky School Law

Physical Demands

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.