

## Star City School District

**Position Title: Athletic Director**

**Reports to: Superintendent**

**Length of Contract: 220 Days**

**Minimum Qualifications: Building Level Licensure**

### **JOB SUMMARY**

Promote, support, supervise, manage, direct, and provide leadership for the total athletic program at all levels in the district and to ensure exemplary opportunities and experiences for all participating students.

### **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. Demonstrate relentless commitment to academic and athletic achievement of all students.
2. Follows and maintains knowledge of all District policies and procedures.
3. Demonstrate effective customer service strategies to all district patrons.
4. Foster collegiality and team building among staff; encourage their involvement in the building of student service and leadership.
5. Communicate and promote expectation for high-level performance from staff and students; hold staff and students accountable for high performance; recognize excellence and achievement.
6. Articulate a clear direction for all students and staff; articulate a positive image of the school district and school district personnel.
7. Be visionary and innovative; create the short- and long-range goals for the district's athletic programs in cooperation with the administrators, coaches, and faculty.
8. Provide leadership for the athletic department and place it in the proper educational perspective.
9. Monitor compliance with NCAA and AAA standards.
10. Work with principals to recommend quality leaders for positions in all sports and supervision at all events.
11. Be responsible for long-range planning for athletic needs and facilities.
12. Be responsible for providing a clear and consistent articulation for all athletic and physical education programming for the district.
13. Constantly evaluate all programs, always seeking ways to improve all interscholastic athletic/pe and activity programs.
14. Be administratively responsible for the organization, operation, and coordination of the overall program of athletics.
15. Facilitate the interview process for prospective teachers/coaches when appropriate.
16. Keep the superintendent informed of problems and/or potential problems as they arise.
17. Coordinate the use of all athletic facilities in the school district by athletic groups inside and outside the school district.
18. Plan, organize, and supervise all athletic events and awards programs. .
19. Be responsible for scheduling physical examinations in accordance with the requirements of the Arkansas Activities Association.

20. Develop and maintain a Star City School District Athletic Booster Club.
21. Be responsible for the development and annual review of and recommendations for changes in the Athletic Policy and Staff Handbook.
22. Observe and evaluate all coaches annually in order to make further recommendations in terms of job renewals, descriptions, expectations, and assignments.
23. Be responsible for timely conflict resolution when issues develop involving staff, students, or parents.
24. Be responsible for preparing the athletic budget for the district and for each sport, along with assistance and input from head coaches.
25. Be responsible for the writing of specifications, securing bids, and for the purchase orders of all athletic equipment.
26. Coordinate the use, storage, and inventory of all athletic equipment.
27. Ensure that all athletic equipment and facilities comply with the appropriate governing guidelines and are safe.
28. Work with principals to supervise all coaches of all sports in determining student accountability, transfers, and all AAA regulated issues.
29. Be responsible for assisting coaches in developing and promoting student athletes for college scholarships and programs.
30. Be responsible for scheduling athletic contests and events for all programs in the district.
31. Work with the Superintendent to plan and maintain long-range facility plans.
32. Be responsible for ensuring that all athletic facilities and equipment are appropriately maintained and in proper condition for student use, including set-up before and clean-up after any athletic events.
33. Be responsible for securing medical and security personnel as needed for safety, protection, and care of students and adults at games, events, etc.
34. Be responsible for securing, paying, and accommodating officials for athletic contests and clock/concessions workers.
35. Maintain a permanent file of players, medical examinations, insurance forms, records, parent consent forms, payments, and any other necessary documentation.
36. Ensure coaches maintain travel records for students to have at all events to provide health and contact information in case of an emergency.
37. Be responsible for the operation, organization, and staffing of all athletic activities, including the use of the press box, gates, concession and other facilities.
38. Work with principals and sponsors in promoting community understanding and support of the athletic program.
39. Strive to build, promote, and maintain good sportsmanship by all participants, fans and parents.
40. Be responsible for publicity and marketing strategies and efforts to promote all activities and fundraising.
41. Be responsible for developing and maintaining a district diversity plan to provide equity in student involvement in all sports.
42. Prepare and keep a calendar of school athletic events. Communicate this calendar and a list of activities to all administrators, coaches, sponsors, booster clubs, news media, etc.
43. Be responsible for maintaining district compliance with Title IX issues in all areas of the district's athletic program.
44. Be responsible for administering all interscholastic policies and procedures working within the rules and by-laws of the Arkansas Activities Association, including maintaining current personnel files on all coaching staff.
45. Assure all contracts in relation to contest, vending, and other sources are legal and followed.
46. Be responsible for determining scholastic eligibility of all candidates for athletic teams each

semester and for certifying their eligibility on the proper state forms.  
47. Other duties as assigned.

### **MARGINAL DUTIES AND RESPONSIBILITIES**

*Marginal 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. Attends in-service trainings.
2. Attend and hold staff meetings.
3. Assists as back-up coach, if needed.
4. Inspects facilities and athletic fields for health and safety concerns.
5. Chaperones/supervises all athletic events and campus, as needed.

### **SUPERVISORY RESPONSIBILITIES**

Supervises, evaluates and directs the work of all coaching staff and athletic personnel according to District policy. All school employees have the responsibility of supervising students and assisting in maintaining a safe environment.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Master's degree (M.A.) or equivalent preferred. Prior successful experience working in school administration and coaching positions strongly preferred.
- **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 staff.
- **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. Ability to apply concepts such as fractions, percentages, ratios, proportions to practical situations.
- **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 program strongly preferred: Google Suites. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Demonstrate knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of adolescent students. Strong background in the rules and regulations of high school athletic sports. Possesses knowledge of effective behavior management methods. Ability to delegate responsibilities and meet timelines. 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, Arkansas Driver License with CDL endorsement for passengers, coaching certification, Steroids and Concussion classes, and blood borne 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, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 100 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

### **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.

The work environment combines a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard gymnasium/athletic event setting. The noise level in the work environment is usually moderate to high depending upon student population and activities.

The employee is regularly exposed to wet or humid outdoor weather conditions and hot and/or humid gymnasium environment(s). The employee may be exposed to bloodborne pathogens.

### **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.