

## **Athletic Director Job Description**

### **Purpose Statement**

The job of Athletic Director is done for the purpose(s) of directing the athletics program and activities; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to the Building Principal.

### **Essential Functions**

- Attends school athletic functions for the purpose of supporting the students and staff as well as supervising the activity.
- Collaborates with internal and external personnel (e.g. other administrators, coaches, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Compiles data from a wide variety of sources (e.g. staff, public agencies, scheduling meetings, Wyoming High School Activities Association, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Directs department operations, the maintenance of services and the implementation of new programs and/or processes (e.g. budgets, game schedules, hiring of officials, team travel arrangements, duty rosters, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Facilitates meetings and workshops (e.g. personnel actions, financial procedures, regulatory requirements, community involvement, actions involving outside agencies, other school districts, officials, coaches, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Manages assigned program and/or departmental responsibilities (e.g. ordering all athletic equipment, supplies, and materials, etc.) for the purpose of achieving organizational objectives, and ensuring compliance with legal, financial and District requirements.
- Monitors budget allocations, expenditures, fund balances and related financial activities (e.g. payment for officials, distribution and collection of money boxes, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in a variety of meetings (e.g. workshops, inter and intra-district committees, seminars, conferences, scheduling meetings, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out administrative responsibilities.
- Performs personnel administrative functions (e.g. assist in hiring, counseling, training, supervising, evaluating, providing professional development opportunities etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Prepares a wide variety of often complex materials (e.g. plans, budgets, funding requests, duty rosters, game schedules, travel arrangements, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Presents information on a variety of topics related to administrative responsibilities (e.g. financial information, overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others, implementing actions, etc.
- Provides for the availability of safety/medical equipment for all home games for the purpose of ensuring necessary equipment is available if needed.
- Researches a wide variety of topics (e.g. policies, eligibility requirements, current practices, staffing requirements, financial resources, etc.) for the purpose of developing new programs/services, ensuring program compliance with established requirements, securing general information and/or responding to requests.

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- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

### **Other Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; and standard business practices; age appropriate activities/behaviors; codes/laws/rules/regulations/policies; community resources; knowledge of community resources; safety practices and procedures.

**ABILITY** is required to schedule activities and/or meetings; gather and/or collate and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: providing leadership, direction, and team building; communicating with persons of varied educational and cultural backgrounds; establishing and maintaining effective working relationships with individuals from diverse professional backgrounds; working independently under time constraints to meet deadlines and schedules; organizing and communicating information and concepts; setting priorities; working as part of a team; analyzing situations and making accurate decisions; working with multiple projects; dealing with frequent interruptions and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; directing the use of budgeted funds within a work unit, utilization of resources from other work units is often required to perform the job functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger

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dexterity. Generally the job requires 30% sitting, 50% walking, and 20% standing. This job is performed under some temperature extremes and in a generally hazard free environment..

**Experience:** Job related experience with increasing levels is desired.

**Education:** Bachelors degree.

**Certificates and Licenses:** CPR/First Aid Certificate

**Continuing Education/Training:** Required annual Training

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA STATUS:** Exempt