

Jordan School District
LICENSED JOB DESCRIPTION

Job Title: **Athletic Director HS** FLSA Classification: Exempt
 Department / Location: High Schools Contract: 187 Days
 Supervisor's Title: Principal Evaluation Type: Teacher Specialists
 Department Approval: C. Brad Jordan Date: 2/26/2020
 ADA Review: Janele Master Date: -
 Human Resource Approval: [Signature] Date: 02-26-2020
 Superintendent Approval: [Signature] Date: 3-3-20
 Original date: 02/2020 Revised: _____ Revised: _____ Revised: _____

GENERAL FUNCTION

Under the direction of the principal, the **Athletic Director** will support the school administration in facilitating the successful direction and operation of all athletic/extracurricular programs at the high school. Will schedule and coordinate all components of athletic events at the school and at off-site events. Oversees and ensures athletic eligibility for students for all sports/activities. Oversees and ensures that all coaches have appropriate Utah High School Athletic Association (UHSA) required certification prior to the start of the athletic/extracurricular season. Facilitates the appropriate use of athletic budgets with individual coaches and programs. May also be required to travel with athletic teams on overnight events as determined by the local school principal.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

Athletic Director responsibilities shall include, but are not limited to, the following:

- Oversee the direction and operation of the athletic/activity departments and other school sanctioned extracurricular programs in association with school administration.
 - Implement effective community outreach processes and other communication to the public, including social media, athletic announcements, Skylerts or website notifications.
 - Interact consistently with patrons and guests at events in a professional and friendly manner.
 - Ensure paraprofessionals who teach limited athletic periods understand educator responsibilities, including grade entry, student supervision, attendance taking, etc.
 - Help coordinate fundraising efforts and ensure compliance with the fundraising policy.
 - Build and maintain a current athletic inventory of equipment, uniforms or other items. Arrange for and ensure the proper storage of equipment and other items.
 - Conduct regular program needs assessments to maintain successful programs.
 - Attend Board of Managers meetings within assigned Region.
- Schedule and coordinate all components of athletic events including off-site events.
 - Schedule transportation (Bus or suburban), both to and from athletic contests.
 - Schedule and coordinate officials for home contests.
 - Coordinate with assigned ticket manager to schedule gate workers, money collectors, Clock/Scorekeepers, PA Announcers, etc.
 - Coordinate and welcome visiting teams, officials, cheerleaders at home contests.
 - Ensure events and practices are updated on the school calendar.
 - Coordinate with custodial to ensure coverage, including non-school days.
 - Coordinate with the middle schools for announcements and any space requirements.
 - Coordinate regular coaches meetings.
 - Coordinate game set-up, clean-up, field prep and takedown and half-time coordination.
- Oversee and ensure athletic eligibility for students for all sports/activities.

- Communicate with the school registrar to apply appropriate graduation credit at the completion of each season.
- Maintain the "Register My Athlete" database and communicate with players and coaches.
- Monitor and ensure academic eligibility for all student participants.
- Oversee and ensure all coaches have appropriate UHSAA required certification prior to the start of the athletic/extracurricular season.
 - Maintain the "Register My Coach" database.
 - Coordinate coach registrations for required certification training being taught in District.
 - Ensure all programs are in compliance with Utah State Board of Education (USBE) State Risk Management.
- Facilitate the appropriate use of athletic budgets with individual coaches and programs in coordination with the financial assistant.
- Oversee the development and implementation of athletic program disclosures outlining student and parent expectations with each individual sports program.
 - Facilitate the academic all-state Gatorade player of the year and athletic scholarship nominations.
- Work with administration, athletes, coaches and parents to appropriately celebrate successes and resolve any conflicts or misunderstandings associated with their participation in athletic programs.
 - Coordinate recognition assemblies, trophy cases and banners, national signing days, athlete and program records/histories, region academic all-region nominations, multi-sport letter nominations/recognitions and athlete of the month nominations/Recognitions.
- Ensure adherence to District policies and guidelines, as well as UHSAA guidelines for coaches, players and programs, including:
 - Camps and Clinic Guidelines, Overnight Travel (Policy AA414), Employee Involvement in Private, but Public Education-Related Activities (Policy AA444), Fundraising (AA417), Differential Guidelines, Guidelines for Paying Individuals at After-Hour High School Activities, Financial Acknowledgement Agreement, UHSAA Handbook, etc.
- May also be required to travel with athletic teams on overnight events as determined by the local school principal.
- May be required to drive to other District schools or to other locations outside the District using personal vehicle.
- Assist with hiring coaches and other personnel to create and maintain successful programs
- Participate in appropriate educator evaluation procedures as per State and District guidelines in accordance with DP311-Evaluation of Licensed Personnel.
- Maintain professional competence through in-service education activities required by the District and State, as well as self-selected professional growth activities.
- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission. Represent the District in a professional, ethical and positive manner.
- Attend and participate in faculty/department meetings as required.
- Participate in a reasonable number of faculty committees as requested.
- Follow District procurement guidelines with administrative approval.
- Create a clean and organized environment that is conducive to student learning.
- Is responsible for understanding and adhering to all District policies and complete the annual crucial policy review.
- Maintain records and required information in a secure location. Maintain confidentiality of all student information.
- Adhere to contract time. Requires daily attendance at assigned work location.
- Athletic director should not be part of any program coaching responsibility at the school.
- Other duties and responsibilities as assigned by the principal/administrator.

- | |
|--|
| <ul style="list-style-type: none"> ● This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position. ● Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month). |
|--|

QUALIFICATION REQUIREMENTS

- Requires compliance with USBE state license requirements.
- Requires extensive knowledge of UHSAA rules and policies.
- Requires previous experience coaching high school students in the relevant sport.
- Requires a background in leadership, planning and organizing sporting events.
- Requires a general knowledge of rules and regulations in multiple sports.
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah.
- Requires the ability to establish and maintain effective working relationships with students, parents, school staff, District staff, and patrons.
- Requires strong computer and educational technology skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to calmly handle behavior management issues.
- Knowledge of State Core Standards and Board of Education adopted guidelines.
- Requires strong oral and written communication skills with students, parents, and staff.
- Must possess strong teaming and interpersonal communications skills.
- Requires ability to manage people and programs in a supportive and cost effective manner.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers, standard machines used in a teacher workroom.
- Equipment used in all sports/activities.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the incumbent is regularly required to talk or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The incumbent is occasionally required to use hands to finger, handle, or feel and climb or balance.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*