

**Job Title:** Director of Athletics  
**Reports to:** Superintendent  
**Dept./School:** Athletics

**Wage/Hour Status:** Exempt  
**Pay Grade:**  
**Date Revised:**

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### **Primary Purpose:**

Direct and manage the overall program of extracurricular and intramural athletics for the district. Work to provide each student with opportunity to participate in an extracurricular athletic activity and ensure compliance with all state, University Interscholastic League (UIL), and local requirements.

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### **Qualifications:**

#### **Education/Certification:**

- Master's degree from an accredited college or university
- Valid Texas teaching certificate with physical education endorsement
- Valid CDL Bus driver certification

#### **Special Knowledge/Skills:**

- Knowledge of overall operations of an athletic program
- Knowledge of state and UIL policies governing athletics
- Ability to implement policy and procedures
- Ability to interpret data
- Ability to manage personnel and coordinate district function
- Strong communication, public relations, and interpersonal skills

#### **Experience:**

- Three years successful teaching and coaching experience (preferred)
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### **Major Responsibilities and Duties:**

#### ***Program Planning***

1. Direct and manage district's athletic program and facilities.
2. Establish physical and academic eligibility requirements for participation in each sport, and verify each athlete's eligibility.
3. Maintain an active program that promotes good sportsmanship and student development.
4. Obtain and use evaluative findings (including student achievement data) to gauge athletic program effectiveness and ensure that program renewal is continuous and responsive to student needs.
5. Plan necessary time, resources, and materials to support accomplishment of department goals.

#### ***Athletic Events***

6. Prepare and approve all interscholastic game schedules.
7. Prepare publishable copies of all game, meet, and tournament schedules for all sports.
8. Arrange transportation, lodging, and meals for out-of-town athletic events.
9. Manage district athletic operations by employing game officials and ensuring preparation of facilities.
10. Oversee process of cleaning, repairing, maintaining an inventory, and storing all athletic equipment.
11. Coordinate the use of all athletic facilities by non-school groups.

#### **Student Management**

- 12. Implement district student management policies, communicate expected student behavior related to athletics, and ensure enforcement of student discipline in accordance with Student Code of Conduct and student handbook.
- 13. Establish and maintain open lines of communication by conducting conferences on vital issues with parents, students, and teachers.

***Policy, Reports, and Law***

- 14. Implement the policies established by federal law, state law, State Board of Education rule, UIL rules, and local board policy in area of athletics.
- 15. Compile, maintain, file, and present all physical and computerized reports, records, and other documents required.

***Budget and Inventory***

- 16. Administer the athletic budget to ensure that programs are cost effective and funds are managed prudently.
- 17. Compile budgets and cost estimates based on documented program needs.
- 18. Complete purchase orders and bids in accordance with budgetary limitations and district policies and forward to accounting department.
- 19. Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment when necessary.

***Personnel Management***

- 20. Recruit, select, train, and supervise all athletic department personnel and make sound recommendations about personnel placement, assignments, retention, discipline, and dismissal.
- 21. Develop training options and/or improvement plans for employees to ensure exemplary operation in area of athletics.

***Community Relations***

- 22. Articulate the district’s mission and goals in athletics to the community and solicit its support in realizing mission.
- 23. Demonstrate awareness of district and community needs and initiate activities to meet those needs.
- 24. Use appropriate and effective techniques to encourage community and parent involvement.
- 25. Support athletic booster club activities.

***Supervisory Responsibilities***

Supervise and evaluate the performance of coaches and support staff.

***Working Conditions***

**Mental Demands/Physical Demands/Environmental Factors:** Maintain emotional control under stress. Frequent district and statewide travel; occasional prolonged and irregular hours.

**Use of Technology:** Ability to effectively develop documents in word processor and spreadsheet formats.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_