

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: District Activities/Athletic Director

Reports to: Assistant Superintendent, Learning Services

POSITION SUMMARY

Manages and directs the District's Middle and High School Activities and Athletics programs.

ESSENTIAL DUTIES & RESPONSIBILITIES

- W 20% Oversee and approve employment of Activities and Athletics employees, certified and classified, as well as collaborating with school Administrators with other human resources functions, such as mentoring, training, grievance handling, performance evaluations, discipline, and terminations. Also develops/executes Pay-For-Performance contracts for coaches and sponsors.
- M 20% Collaborate with District stakeholders for input toward planning and implementing Activities and Athletics Programs/Objectives that align with BOE Goals & Executive Limitations. Prepare and maintain reports on Program accomplishments.
- W 15% Ensure the enforcement of local, state and federal laws and regulations pertaining to middle and high school facilities usage; coordinates District's athletic schedules for common facility usage, ensuring equitable standards are upheld. Coordinates stadium safety and security measures as mandated by District administration.
- M 5% Develop and monitor the Activities and Athletics budget, including analysis of budget expenditures and recommendations for on-going program effectiveness.
- M 10% Serves as contributing member of CHSAA Board of Control, and regional athletic leagues, providing District perspective and leadership while determining rules and regulations governing local and state high school and middle school athletic programming.
- D 15% Serves as content matter expert and District contact regarding Activities and Athletics programs to school and community stakeholders.
- W 10% Monitors Title XI gender equity compliance measures, including approval of new or elimination of District athletic programs. Directs procedures for athlete registration, orientation, and fee collection to secure equity within diverse communities. Prepares compliance reports for District, local, state, and federal agencies.
- 5% Perform other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

Administrator's License and Master's Degree in Education or related field of study, with emphasis in secondary athletics and activities.

MINIMUM EXPERIENCE

Five years of contracted secondary teaching experience
Five years experience directing an athletics and activities program
Three years experience in athletics supervision and staff development
One year experience working with Title XI programming/funding.

SKILL REQUIREMENTS

Computer applications skills: Microsoft Office
Problem solving, organizational, & analytical skills, including budget oversight.
Excellent verbal and written communication skills
Excellent group facilitation skills
Excellent customer service skills

GENERAL EXPECTATIONS

Is flexible.
Has the ability to work cooperatively with Administrators and co-workers.
Has the ability to understand and follow complex oral and written instructions.
Has the ability to perform responsibilities without the necessity of close supervision.
Has the ability to effectively communicate with the school district community.
Maintains a generally positive attitude.
Observes all District policies and procedures.

LICENSES OR CERTIFICATION

- ◆ Administrator's License
- ◆ Colorado Teacher's License
- ◆ Valid Colorado Driver's License

ESSENTIAL ENVIRONMENTAL DEMANDS

Mostly clean and comfortable.

ESSENTIAL PHYSICAL REQUIREMENTS

Occasional lifting five (5) to fifty (50) pounds.
Moderate bending, stooping, walking, standing, kneeling, squatting, reaching, and sitting.
Regular attendance to athletic and activities events, mostly evening hours

SUPERVISORY DUTIES

- ◆ Direct supervision of up to 3 classified employees
- ◆ Indirect supervision of up to 200 certified/non-certified coaches and sponsors

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Percentages assigned to responsibilities are approximate, and subject to adjustment by supervisors. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.