

JOB PROFILE: ATHLETIC AND TRANSPORTATION DIRECTOR

Reports to: Director of District Operations

Classification: Administrator

Hours/Day: 8

Days/Year: 260

Purpose/Summary

The Athletic Director provides administrative leadership in planning, implementation, coordination, supervision, and evaluation of interscholastic athletic programs for the District, promotes extracurricular athletic activity that fosters skill development, understanding and appreciation of a variety of athletic activities, teaming, and sportsmanship for students and adults. The Transportation Director manages transportation services; provides information and serves as a resource to administrators; evaluates, services and assures compliance by contracted carriers with all relevant guidelines, codes, and regulations.

Essential Duties and Responsibilities

- Direct athletic and transportation department operations (e.g. budgeting, safety programs, site inspections, driver issues) for the purpose of compliance with related requirements.
- Schedule the use of all athletic facilities and fields for the District's athletic games and practices.
- Coordinate with the Facilities Manager to assure that all playing surfaces are properly conditioned and safe for all home events.
- Arrange for officials for all interscholastic events and manage payment for services.
- Arrange for event help for High School home games including ticket sellers and takers, police officers, custodians, timekeepers, scorekeepers, and other required personnel.
- Recommend the hiring, discipline, promotion and dismissal of all head coaches, assistant coaches, and volunteer coaches.
- Be present or arrange for a school representative to be present at all High School home events.
- Develop and administer a transportation program to meet all the requirements of the daily instructional program, extra-curricular activities and private/charter school rates.
- Authorize purchases in accordance with budgetary limitations and district policy and procedure.
- Submit all reports required by state authorities.
- Take an active role in solving discipline problems occurring on school buses.
- Act as a liaison with parents for complaints and special requests for both athletic and transportation issues.
- Fulfill other duties and tasks assigned by supervisor.

Education and/or Experience

Bachelor's Degree and Master's Degree in Sports Management or other related field. A minimum of five years of experience in related fields. NIAAA Certification preferred.

Certifications, Licenses, Registrations

Act 34/151/114/126/168 Clearances/Certifications required.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge and Abilities

Knowledge of sports and athletics. Knowledge and understanding of coaching, athletic skill development and injury protocols. Ability to think critically and problem solve. Ability to understand K-12 education as it relates to student athletes. Ability to understand skill development for students K-12 and ability provide information and expectations for those implementing programs.

Academic Skills - Knowledge of K-12 Education and ability to understand, manage and organize student athletic programs. Ability to ensure appropriate evaluation and selection of student athletes to teams and

support coaching staff in those efforts. Ability to research and provide necessary legal information for decision-making.

Language Skills – Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas in speaking so others will understand. Ability to communicate effectively and clearly with parents in a supportive and constructive manner. Ability to read, analyze and interpret information as it relates to athletic programming. Capability of maintaining confidentiality in any situation that presents itself.

Math Skills – Knowledge of mathematics for budget development and student athletic data. Possess the ability to develop spreadsheets to manage a multitude of scheduling activities for student athletic practices, events and competitions K-12.

Technology Skills – Demonstrate competency with up-to-date computer software, including word processing, Excel, web page development, presentation, and graphics applications. Familiarity with Web 2.0 tools, online professional development, and coaching instruction materials. Ability to coordinate and update technology resources in an organized and retrievable protocol.

Other Skills and Abilities

- Possess the ability to maintain a high emotional energy and display enthusiasm for the athletic environment.
- Develop effective coping strategies for dealing with the high expectations, frequent demands and significant responsibility of supporting student athletics.
- React quickly in volatile situations and maintain composure even under stressful conditions.
- Advocate for students to create a positive learning environment in athletic situations.
- Possess imagination, patience, creativity, sound judgment, logical reasoning and analytical and problem-solving capabilities.
- Make equitable decisions with sound emotional judgment.
- Concentrate with numerous interruptions.
- Maintain effective working relationships with students, parents, staff and the community.
- Perform duties with awareness of all District policies and obligations.

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. This position is considered to be a MEDIUM Physical Demand Characteristic of Work position according to the physical demands strength rating of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary (S)	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.

Work Environment

The work environment may vary from an athletic field setting to potentially very loud situations such as gymnasiums or buses. Time will be spent both indoors and outdoors with consideration for adaptability to all weather conditions related to outdoor activities, bus stops and travel. The employee must be able to work in air-conditioned and heated environments under florescent lighting.

Primary Work Location				
Office Environment		Shop		
Classroom/Building		Vehicle		
Outdoors		Travel		
Paraprofessional, II-C Special Education Assistant - 187				
Physical and Non-Physical Demands Key				
C - Continuously	F - Frequently	O - Occasionally	R - Rarely	N - Never
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs
Standing	F	Crawling		R
Sitting	O	Bending		O
Walking	F	Twisting		O
Lifting	O	Climbing		R
Carrying	O	Balancing		R
Pushing/Pulling	O	Vision		C
Reaching	F	Hearing		C
Handling	F	Talking		C
Fine Dexterity	C	Foot Controls		R
Kneeling	O	Teamwork		C
Crouching	C	Tedious or exacting work		R
Time Pressures	C	Noisy or distracting environment		F
Emergency Situations	C	Other (Specify): Flexible work hours to accommodate athletic events.		F
Frequent Change of Tasks	O	Other (Specify): Multi-building and outdoor venues. Travel to a multitude of event venues.		F
Irregular Work Schedule/Overtime	F	Other (Specify): Arrival at bus stops and riding buses.		O
Multi-Tasking	F	Other (Specify):		
The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.				
Effective Date	1-3-18	A. J. Welch, EdD		