

DIRECTOR OF ATHLETICS AND EXTRACURRICULAR ACTIVITIES

TITLE: Director of Athletics and Extracurricular Activities

REPORTS TO:

SUPERVISES: N/A

JOB FUNCTION: Provides leadership and general oversight of the district's activities and athletic programs. Monitors rules and regulations of the Kentucky High School Athletic Association and the Fayette County Board of Education.

DUTIES AND RESPONSIBILITIES:

1. Provide leadership and general oversight to the district's athletic programs.
2. Monitor district -- wide compliance with rules and regulations of the Kentucky High School Athletic Association as well as policy and procedures of Fayette County Board of Education.
3. Maintain an effective bidding procedure for athletic services and equipment.
4. Investigate all allegations of infractions and make recommendations for appropriate resolutions or corrective action.
5. Provide leadership and oversight to school level athletic directors, and middle school athletic representatives.
6. Serve as a resource to schools in the area of intramural sports/activities.
7. Facilitate training for booster clubs in Fayette County Public Schools Policies and Procedures, and the State's Redbook (financial guidebook).
8. Assist school level athletic directors with scheduling and planning of district -- wide athletic events.
9. Oversee the collection of financial information from booster clubs.

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10. Work with/oversee school level athletic directors and the Athletic Council (for middle school sports) to assure compliance with Kentucky High School Athletic Association's rules and regulations and Fayette County Board of Education policies.
11. Serve as the district level Title IX specialist, and Oversee Title IX compliance issues, reports, and concerns.
12. Work cooperatively with identified community agencies, structures, athletic leagues and organizations to ensure an open dialogue with the school district.
13. Work cooperatively with the Kentucky High School Athletic Association (KHSAA) and serve as a Liaison between district member schools and KHSAA.
14. Maintains regular attendance.
15. Perform other duties as assigned.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

EDUCATION AND EXPERIENCE:

- BA in education
 - Masters degree (preferred)
 - Kentucky certification in administration and/or supervision, and/or approved equivalent (preferred)
 - Experience in the area of intramurals, human relations, and athletics.
 - Successful supervisory experience in student activities.
 - Demonstrated ability to work with principals, athletic directors, game officials, community organizations and booster clubs.
 - Ability to organize and manage programs/activities as an integral part of the total educational program of the district.
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LICENSES AND OTHER REQUIREMENTS:

- Three (3) years successful experience as an athletic director (preferred)
- NIAAA Certified Athletic Administrator

Original Date: _____

Revision Date: July 2012

Revision Date: _____

Revision Date: _____