

DIRECTOR OF ATHLETICS

TITLE: Director of Athletics

REPORTS TO: Secondary School Director

SUPERVISES: N/A

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

DUTIES AND RESPONSIBILITIES:

1. Supervise the coordination and assist in the evaluation of middle and high school athletics and activities to ensure a high quality program.
2. Respond in a timely manner to parent/community questions and concerns.
3. Create and develop an athletics and activities promotional calendar to improve awareness amongst students, staff and the community.
4. Facilitate middle and high school athletic directors' meetings to ensure continuity of program, communication, and coordination of events.
5. Coordinate and develop in-district professional development programs for district coaches.
6. Assist schools in the evaluation of their athletic programs.
7. Assist with hiring, supervision and evaluation of middle and high school athletic/activities directors and head coaches.
8. Serve as the district level Title IX specialist, as it relates to athletics and oversee Title IX compliance issues, reports, and concerns.

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9. Promote effective communication between the schools and the community to create positive support, understanding and participation for continued program involvement.
10. Work cooperatively with the Kentucky High School Athletic Association (KHSAA) and serve as a Liaison between district member schools and KHSAA.
11. Investigate all allegations of infractions and make recommendations for appropriate resolutions or corrective action.
12. Provide leadership and oversight to school level athletic directors, and middle school athletic representatives.
13. Facilitate training for booster clubs in Fayette County Public Schools Policies and Procedures, and the State's Redbook (financial guidebook).
14. Assist school level athletic directors with scheduling and planning between schools and levels (middle and high) and district-wide athletic events.
15. Oversee the collection of financial information from booster clubs.
16. 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.
17. Participate as a member of the inclement weather team as it relate to athletics.
18. Maintain an effective bidding procedure for athletic services and equipment.
19. Maintain regular attendance.
20. 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.
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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.

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: _____