

Director of Athletics and Special Programs*Certified Position - 0120*

<u>Salary</u> Per Salary Schedule	<u>Days</u> 240	<u>Reports to:</u> Assistant Superintendent
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SCOPE OF RESPONSIBILITIES

- Provides leadership and general oversight of the district's athletic programs, including planning, implementation, coordination, and supervision of KHSAA athletic programs for middle and high school.
- Provides leadership and general oversight of the district's special programs and co-curricular activities including, but not limited to: Band, Choir, Theater, Gifted and Talented, Academic Team, JROTC, FFA, Science Olympiad, Speech/Debate, and other clubs/activities.
- Monitors rules and regulations of the Kentucky High School Athletic Association (KHSAA) and the Hopkins County Board of Education

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Supervise the coordination and assist in the evaluation of middle and high school athletics and special programs and activities to ensure a high-quality program.
2. Collaborate with community athletics organizations to foster development of athletics throughout the district.
3. Supervise and oversee district-wide gifted and talented programing.
4. Evaluate district-level gifted and talented consultants.
5. Respond to parent and community questions and concerns in a timely manner.
6. Create and maintain an athletics and special programs/activities promotional calendar to improve awareness amongst students, staff, parents, and the community.
7. Facilitate middle and high school athletic director meetings to ensure continuity, consistency, communication, and coordination of all events.
8. Assist school level athletic directors with scheduling and planning between schools and levels (middle/high) and district-wide athletics.
9. Coordinate in-district professional development programs for district coaches.
10. Assist with hiring, supervision, and evaluation of middle and high school athletic/activities directors and head coaches.
11. Maintain up-to-date staffing sheets as they relate to athletics and special programs.
12. Monitor and oversee completion of all required paperwork and annual trainings for coaches.
13. Complete letters of intent, hire, and transfer for all coaches/activities directors.
14. Assist school-level athletic/activities directors in monitoring compliance for physical examinations, permission forms, insurance verifications, and student eligibility per KHSAA and board policy.
15. Oversee Title IX compliance issues, reports, and concerns as it relates to athletics and special programs.
16. Investigate all allegations of infractions and make recommendations for appropriate resolutions and/or corrective action in coordination with school-level athletic/activities directors and administration.
17. Promote effective communication between the schools and engage the community to foster positive support and participation for athletics and special programs.
18. Coordinate, in conjunction with the Community Relations Specialist, publicity and news releases to the media.
19. Oversee the collection of financial information from booster clubs.
20. Coordinate, in conjunction with the CFO, training for booster clubs on Redbook, the financial guidebook for Kentucky.
21. Maintain an effective bidding procedure for athletic services and equipment.
22. Prepare reports as required by school administration, Superintendent, Board of Education, and KHSAA.
23. Maintain regular attendance
24. Perform other duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Title IX
- Kentucky High School Athletic Association (KHSAA) rules
- Kentucky Department of Education rules
- Hopkins County Schools Policies and Procedures
- Policies and regulations pertaining to accounting and fiscal record management and reporting.
- Principles, practices, and techniques of organization, supervision, employee motivation, and training

ABILITY TO:

- Schedule activities, meetings, and/or events
- Gather, analyze, and report data
- Independently work with others in varying circumstances
- Work with individuals and/or groups
- Problem solve to analyze issues and create action plans
- Communicate with persons of varied educational and cultural backgrounds
- Establish and maintain effective working relationships with individuals from diverse professional backgrounds
- Work independently under time constraints to meet deadlines and schedules
- Organize and communicate information
- Analyze situations and make informed decisions
- Maintain confidentiality
- Maintain accurate records

PHYSICAL DEMANDS

- Lift, carry, push, pull, and otherwise move objects exerting 10 to 20 pounds of force.
- Standing, sitting, and walking
- Supervising students which may, at times, require the employee to match the walking speed of the student or require the ability to run to safeguard students.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tool, and handle work with various materials and objects are important aspects of this job.

MINIMUM QUALIFICATIONS

- Kentucky certification in school administration and/or supervision, as issued by the Educational Professional Standards Board
- Minimum of three years successful experience as a school-level coach.
- Minimum of three years successful experience as a school-level athletic director (high school preferred)
- NIAAA Certification (preferred)