



NEW: 07/09/2025 Submitted: 07/08/2025

JOB TITLE:	ATHLETIC DIRECTOR (ADAPTED SPORTS)
DIVISION	SCHOOLS
SALARY SCHEDULE/GRADE:	EXTRA SERVICE SALARY SCHEDULE
WORK YEAR:	COACHING SEASON
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CERA

#### SCOPE OF RESPONSIBILITIES

The Athletic Director Adapted Sports is responsible for the total operation of the Adapted Sports program, athletic competitions, and facilities (internal and external), and eligibility of students and coaches. It is his or her responsibility to implement and facilitate the stated objective of the Jefferson County Public Schools extracurricular program. The AD supervises, manages, coordinates, and plans for all adapted sports program, activities, athletic event, and related plant operations. The diversity of the duties listed herein indicate that the tasks performed by the athletic director are both complex and demanding. While receiving minimal supervision, the AD supervises students and coaching personnel in the field of athletics and activities. Performance of these duties requires full-time employment.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Promotes all sports in the school and community and planning the entire adapted sports athletic program
Coordinates and supervises all adapted sports activity programs
Assists the OT/PT Specialist in the implementation and supervision of the activity/athletic programs
Responsible for teaching good sportsmanship and Character First
Responsible for checking/monitoring all students and coaches academic eligibility requirements and sports safety requirements including sports physicals, parent/guardian consent, and student accident insurance coverage and limits
Directs the operation, maintenance, and scheduling of the adapted athletic facilities for practice facilities for school and outside agencies
Completes all coach requirements regarding sports safety including CPR and AED certification and the KHSAA Sports Safety Course as well as all NFHS course as required by level of education in a timely manner
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Maintains positive public relations and communications
Coordinates all extracurricular transportation and schedules
Implements security and safety measures of all extracurricular events including the creation of emergency action plans as required by law
Conducts inventories of all athletic equipment, uniforms and supplies
Performs all supervisory duties in the absence of the OT/PT Specialist, principal, and school administration
Maintains records of all compliance standards for students and coaches
Demonstrates knowledge and experience in working with students with physical disabilities
Demonstrates competence with physical handling of students with physical disabilities
Demonstrates extensive knowledge of specialized adapted equipment for all sports
Assesses, designs, fabricates, and modifies specialized adaptive equipment to meet individual athlete needs

Maintains adapted equipment inventory, ensure proper function, and coordinate/perform equipment repairs, as indicated
Adapts instruction of fundamental skills, team play, and strategy of the sport to meet the need of the students' individual physical impairments
Performs all other duties as assigned

#### PHYSICAL DEMANDS

This work is completed in a school-based setting. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities frequently (up to 75% of the workweek): balancing, bending, climbing, crawling, crouching, driving, feeling, grasping, hearing, kneeling, reaching, lifting up to 20 pounds, pulling up to 20 pounds, and pushing up to 20 pounds. Hearing, talking, standing, walking, and visual acuity are required constantly

#### MINIMUM QUALIFICATIONS

Bachelor's degree or equivalent with Kentucky Teacher Certification

Three (3) years of successful experience in the field of certification (teaching, physical therapy, occupational therapy)

Experience in physical management of students with disabilities

NFHS Fundamentals of Coaching

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Experience in a diverse workplace



NEW: Submitted:  
07/09/2025 07/08/2025

JOB TITLE:	SPECIALIST MIDDLE SCHOOL EXPLORE
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	II/IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CLAS/CERX

#### SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school staff in the areas of assignment and development, monitoring and implementation of assigned program or activity; provides In-service as assigned; surveys system wide needs in area of assignment and determines effectiveness of assigned program or activity; supervises and directs the work of committees and other groups as assigned.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for and assists designated supervisor in short-range and long-range planning as assigned

Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the District's priorities and needs and In developing, reviewing and revising program or activity as assigned

Researches past and current practices in all areas assigned and integrates research in all areas of responsibility

Supervises and directs the work of Explore committees and task forces as assigned

Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in area of assignment

Works closely with District and school staff to obtain Information regarding the effectiveness of assigned programs or activities

Provides technical assistance to District and school staff in the areas of assignment

Assures compliance with local, state and federal regulations and procedures related to area of assignment

Assures compliance with Board Goals and Administrative Objectives related to area of assignment

Evaluates the effectiveness of Explore implementation at schools and ensures community partnerships, activities, programs and projects are having an impact on student achievement.

Provides ongoing support and opportunities for learning to Explore Coaches including the facilitation of monthly Explore Coach Meetings including an agenda, minutes and follow-up

Completes all trainings and other compliance requirements as assignment by the designated deadline

Performs other duties as assigned by supervisor PHYSICAL

#### PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs.,

standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

Bachelor's Degree or higher with a valid Kentucky Teaching Certificate

Three (3) years of successful experience in area of assignment

Effective communication skills

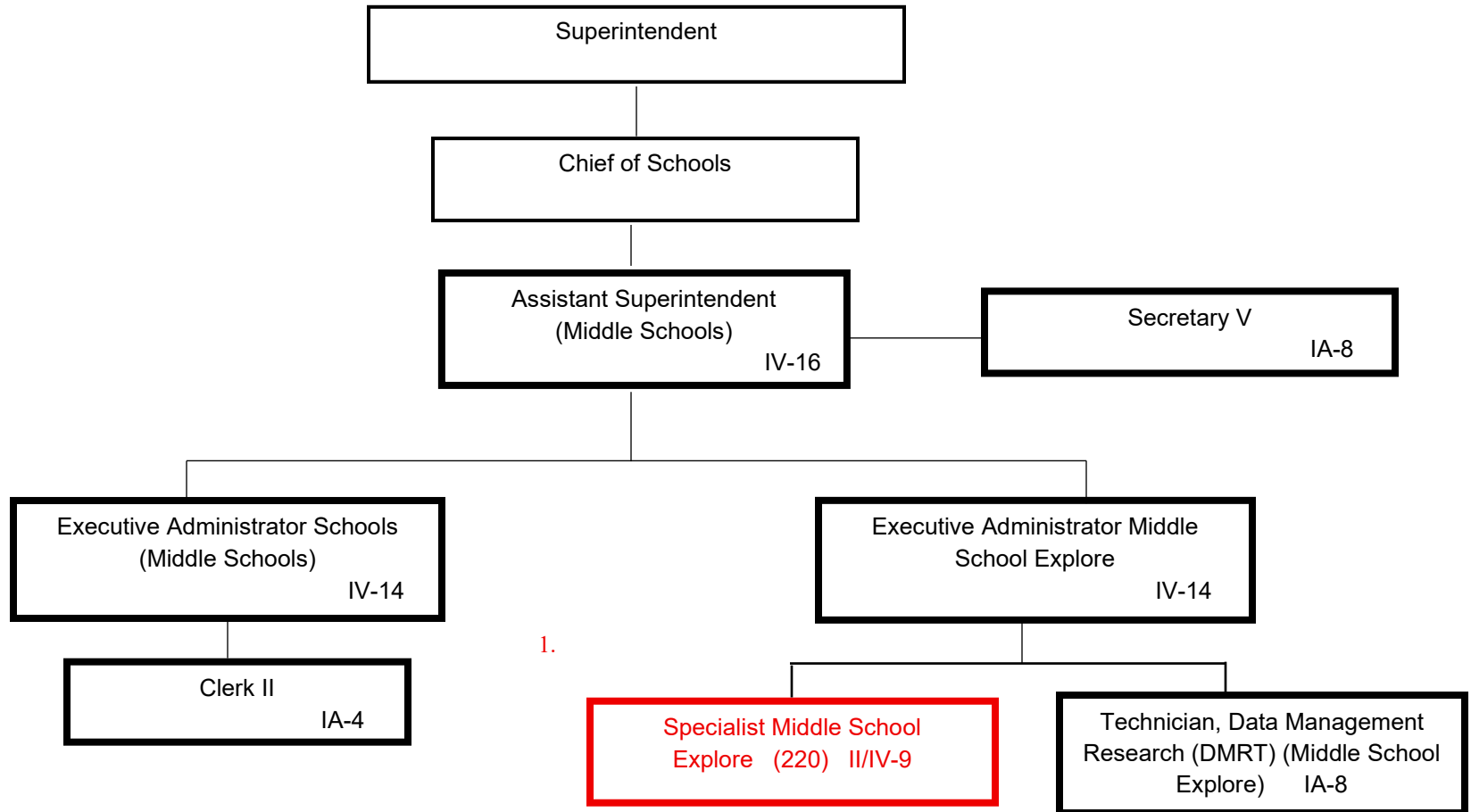
#### DESIRABLE QUALIFICATIONS

Master's Degree

Kentucky certification in supervision and/or administration

Successful experience in area of research methods and strategies

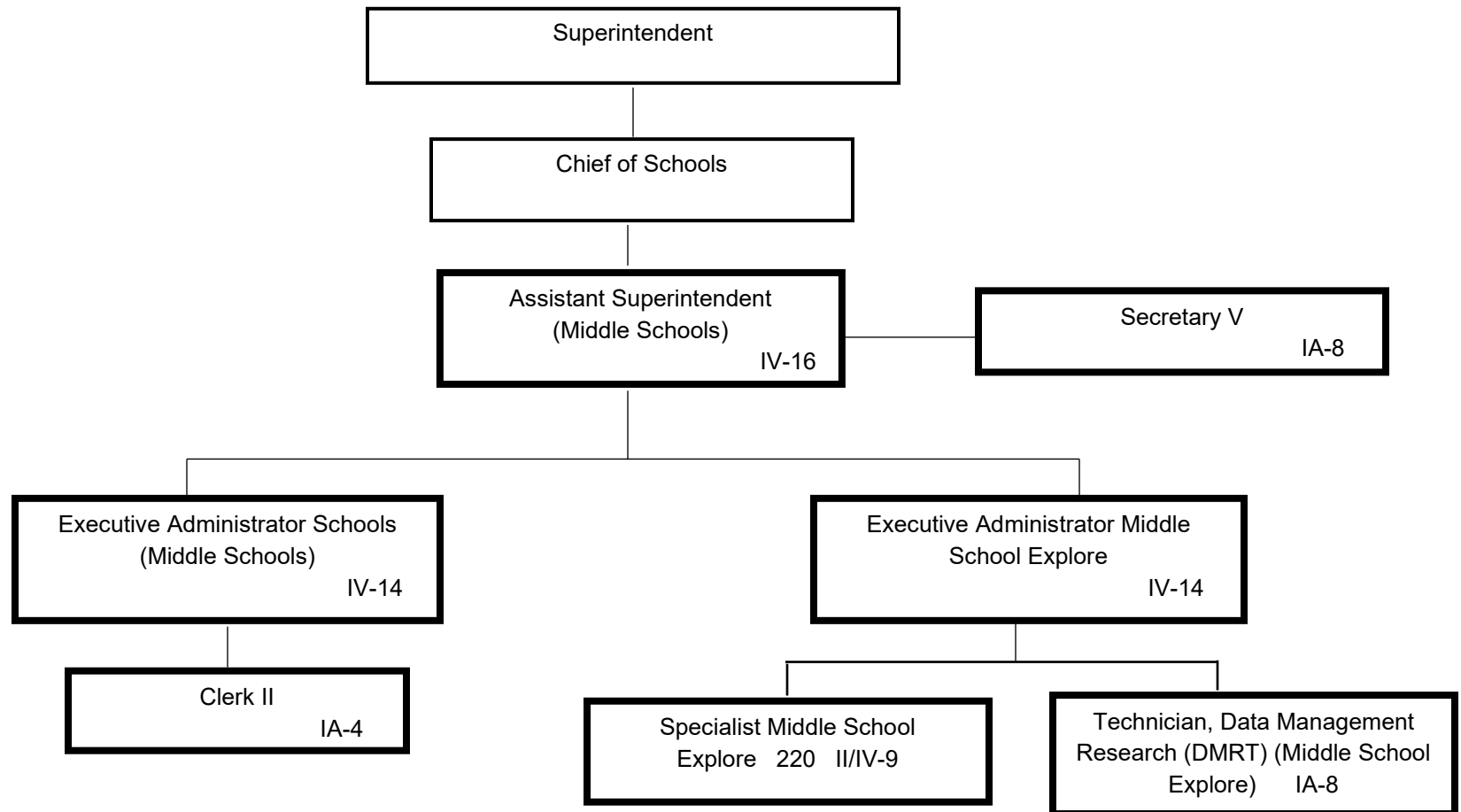
Experience In a diverse workplace



1. Add 1 Specialist Middle School Explore

Summary:

General Fund Positions: ~~6~~ 7  
 Categorical Fund Positions: 0



Summary:

General Fund Positions: 7  
Categorical Fund Positions: 0