

TITLE: DIRECTOR OF ATHLETICS & PUPIL PERSONNEL

QUALIFICATIONS:

- Kentucky Administrative Certification with endorsement in Director of Pupil Personnel
- At least 3 years of school or district-level leadership experience
- Strong background in school operations, athletics, and student services
- Knowledge of state/federal attendance and safety laws
- Excellent interpersonal, communication, and organizational skills
- Demonstrated leadership in collaborative settings and complex projects
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

REPORTS TO: SUPERINTENDENT

GOAL:

The Director of Athletics / DPP provides comprehensive leadership and coordination of the district's pupil personnel services, athletics, facilities, safety, and transportation. This position ensures full access to educational opportunities, promotes student wellness and attendance, oversees extracurricular athletic programs, and ensures efficient operations of the buildings and grounds.

PERFORMANCE EXPECTATIONS:

Oversees and provides leadership in the following areas:

Pupil Personnel / Student Services

- Enforce attendance laws and oversee district truancy efforts
- Coordinate Infinite Campus (IC) reporting (in collaboration with the district IC Point Person)
- Monitor student residency and enforce boundaries
- Serve as district Homeless and Foster Care Liaison
- Administer and monitor homeschool registration and compliance
- Lead dropout prevention efforts and provide follow-up services for at-risk students
- Conduct student hearings and collaborate with juvenile authorities when necessary

Athletics

- Oversee K-12 athletic programs, ensuring compliance with KHSAA regulations
- Hire and evaluate coaches in coordination with the building principals
- Supervise athletic budgets, ticketing, fundraising, and equipment procurement
- Serve as liaison to athletic boosters and community partners

- Oversee eligibility, medical clearance, and insurance compliance for all athletes
- Organize recognition events and maintain historical athletic records

Operations / Facilities

- Coordinate all building and grounds operations in collaboration with maintenance staff
- Monitor safety procedures and compliance across school buildings
- Work with maintenance and custodial teams to ensure timely repairs and upkeep
- Oversee reservation of and use of facilities
- Coordinate with school administration on school safety plans, drills, and emergency procedures
- Serve on the district safety committee and maintain compliance with mandates
- Act as a liaison with local law enforcement and emergency services

Transportation

- Collaborate with the district's maintenance/transportation lead to:
- Manage daily and event-specific transportation logistics
- Ensure compliance with state regulations and district safety policies
- Assist in bus scheduling for athletic and field trip transportation

Other Duties As Assigned By the Superintendent

KNOWLEDGE AND ABILITIES:

- Knowledge of district operations, state/federal laws, and educational best practices
- Ability to maintain accurate records and meet reporting deadlines
- Strong leadership, collaboration, and problem-solving skills
- Ability to communicate effectively with students, families, staff, and external agencies
- Ability to manage multiple high-stakes programs and priorities

TERMS OF EMPLOYMENT:

Length of contract, wage rate, and work year to be established by the Board.

EVALUATION:

Performance will be evaluated annually in accordance with Board policy on the evaluation of administrative personnel.

Employee Name (please print): _____

Reviewed and agreed to by: _____ Date: _____

(Employee Signature)