

## **DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION**

**Job Title:** District Athletic and Activities Director

**Job Family:** Administration

**Department:** Administration

**Typical Work Year:** 11 Months; 205 days + 15 additional days

**Pay Grade:** Administrative Salary Schedule

**FLSA Status:** Exempt

**Prepared Date:** April 5, 2019

**SUMMARY:** Supervise, coordinate, and evaluate athletics and activities at all levels in addition to serving as the High School Athletic and Activities Director for Durango High School. Manage district athletics facilities including coordinating improvements, plans, schedules, and maintenance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Supervise the coordination and evaluation of all district athletics and activities to ensure programs of high standard in compliance with District and Board policies as well as federal and state requirements.
- Serve as the High School Athletic Director for Durango High School and oversee the Assistant High School Athletic Director at Durango High School.
- Supervise and evaluate the athletic coaches and activity sponsors at Durango High School with the assistance of the Assistant High School Athletic Director.
- Coordinate and supervise athletic and activity events at Durango High School with the assistance of the Assistant High School Athletic Director.
- Work cooperatively with the Athletic Coordinators and Principals at the middle schools to coordinate the grades 6-12 alignment of athletic policies, procedures, budget, and staffing
- Coordinate with school administrators, risk management, finance and human resources to ensure compliance with district policies.
- Manage district athletics facilities including coordinating improvements, plans, schedules, and maintenance to ensure the well-being of students, parents, and staff.
- Work cooperatively with building administrator and human resources in hiring quality personnel for athletics and activities.
- Coach and develop athletic coaches and activity sponsors. Monitor and develop training including but not limited to CPR, AED, concussion, anti-hazing, 504, character education, position of trust. Assist with the district concussion team. Ensure district, state and federal compliance with all employment activities including timely, accurate, and appropriate feedback and evaluation of staff performance.
- Participate in district administration meetings and other district meetings as required/appropriate.

- Develop and maintain relationships with appropriate leagues, the Colorado High School Athletic Association (CHSAA), and adaptive sports organizations. Provide guidance on rules and regulations governing our local and state organizations.
- Promote effective communication between the schools, community, district partnerships, and outside organizations by creating positive support for the continued improvement of the programs and facilities. Responsible for athletic and activities fund raising for grades 6-12.
- Prepare, submit, and oversee the district's budget for athletics and activities. Monitor and approve the payroll for coaching and activity staff, and game officials.
- Represent the district in arrangements, scheduling, and supervision of post-season athletic events including district, regional, and state culminating events.
- Serve as the Title IX Coordinator for athletics and activities. Monitor equity in athletics by preparing Title IX reports and evaluating requests for new programs in order to maintain equity and parity of district athletic and activity programs.

**EDUCATION AND TRAINING:** MA in Administration preferred. Bachelors Degree Required. First Aid Certification, Medication Administration, AED, and CPR required by time of hire.

**EXPERIENCE:** Prior coaching experience and athletic director experience required with demonstrated experience in leadership, operations, conflict management, budget preparation and resource allocation.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** Colorado Type D Certificate/Principal/Administrator's License preferred.

**TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Excellent interpersonal relations and oral and written communication skills.
- Strong decision making, analytical and organizational skills.
- Advanced knowledge of the rules and guidelines of CHSAA.
- Knowledge of data analysis, budgeting and accounting, labor regulations.
- Ability to work with students with diverse needs at various levels.
- Ability to supervise and develop athletics and activities programs.
- Ability to manage multiple tasks/priorities with frequent interruptions.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board and District policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively in a team setting
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to utilize formative and summative assessments to access student learning.
- Ability to implement IEP's, 504's, and behavior support plans.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Microcomputers and general office equipment.
- Microsoft Office applications.
- Student information systems.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

**Reports to:** Principal of Durango High School; Deputy Superintendent of Schools

**Direct Reports:** Assistant Athletic Director for Durango High School, Administrative Assistant for the Athletics Department, athletic coaches, and activity sponsors.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:** Manages and oversees the athletics and activities budget for Durango School District 9-R.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

	<b>Amount of</b>
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<b>WORK ENVIRONMENT:</b>	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Exposure to bodily fluids		X		

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date