

**Job Description
Moore Public Schools**

Job Title: Athletic Director

Qualifications:

Credentials: State Certificate to teach in specific position.

Education: Bachelor's degree.

Training or Experience Required: Minimum of 3 years coaching experience.

Special Skills, Knowledge, Abilities:

Ability to create an atmosphere conducive to implementing the philosophy, goals, and objectives of the Athletic Department. Ability to supervise.

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms, instructions, and writing/printing legibly. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English.

Reports To: Superintendent or Designee

Job Goal (Purpose of Position): Performs skilled/professional and administrative-level tasks under limited supervision to facilitate or coordinate athletic programs in the school. In addition, the incumbent is may be a teacher in the classroom and will also be governed by the requirements of teaching. Oversees the overall athletic program in the district. In addition, meets with parents, boosters, and other staff to enhance the athletic program. An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the variety of challenges of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. Job requires interpreting and translating facts and information, explaining situations and issues to persons and advising them of alternative courses of action.

Performance Expectations: The incumbent/employee will need to (A) Be customer focused to resolve problems effectively. (B) Manage human resources and diversity while promoting: productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; constructive corrective counseling and discipline; resolution of complaints or grievances. (C) Manage resources with fiscal responsibility while maintaining proper accountability of records. (D) Manage

Athletic Director

(2 of 3)

information and communications with staff and public effectively. (E) Conduct short and long range planning to set and/or attain district goals and objectives. (F) Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems. (G) Be a team player with co-workers, subordinates, other managers, and community leaders to accomplish district objectives or goals. (H) and contribute to quality of district programs including extracurricular programs; Be involved in personal growth and development.

Essential Job Functions/(PERFORMANCE RESPONSIBILITIES):

1. Organizes and administers the overall program of extracurricular athletics and interscholastic, for the district.
2. Provides leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
3. Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.
4. Assumes responsibility for the organization and scheduling of all interscholastic athletic events.
5. Hires officials, team physicians, and policemen as required, and assumes general responsibility for the proper supervision of home games.
6. Arranges transportation for athletic contest participants.
7. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
8. Enforces Board policy regarding athletic eligibility.
9. Prepares and administers the athletic program budget.
10. Requisitions program supplies and equipment.
11. Supervises all ticket sales and fund-raising events of the athletic program, and assumes responsibility for proper handling of funds.
12. Arranges all details of visiting teams' needs, as appropriate.
13. Makes arrangements for non-school use of playing fields and facilities.

Athletic Director (3 of 3)

14. Arranges field and gym practice schedules.
15. Provides for the physical examination of all athletes prior to the beginning of each season.
16. Administers the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims.
17. Keeps records of the results of athletic contests, and maintains a record file of all award winners, stating the date and type of award, including athletic scholarships.
18. Plans and supervises an annual recognition program for school athletes.
19. Performs other duties as assigned by the Assistant Superintendent.

Supervision exercised: Supervises an Assistant Athletic Director, Coaches, Assistant Coaches and Facilitator, and other staff.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the telephone. Must be able to get around the various sites.

TERMS OF EMPLOYMENT: 250 Days. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with Board policy

Approved 03-08-93

Revised 06-08-98