



Job Title: District Athletic Director

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 5

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

To provide information, resources, training, and support for effective strategies and technologies for the quality education of student athletes.

ESSENTIAL JOB FUNCTIONS

- Works with the schools to develop a District-wide athletic program to ensure uniformity and coordination.
- Develops athletic policies with input from principal, athletic directors, and coaches.
- Develops a District-wide athletic program policy and guidebook and update annually.
- Provides athletic assistance and guidance to schools in interpretation of Board policy and the Florida High School Athletic Association (FHSAA) rules.
- Assists in the evaluation and selection of athletic equipment.
- Serves as a consultant within the District on all athletic construction projects.
- Monitors the District athletic program for compliance with gender equity.
- Assists in writing grant proposals and manage grants as needed.
- Demonstrates knowledge and understanding of athletic administration as it relates to secondary schools.
- Serves as the District liaison for athletics to the Florida Department of Education, the FHSAA, and the Florida Interscholastic Athletic Administrators (FIAA).
- Coordinates the provisions of athletic training with local community agencies and organizations.
- Coordinates the provisions for physical examinations for all athletes with local community agencies and organizations.
- Coordinates the maintenance of athletic facilities with schools and various District departments.
- Conducts periodic athletic director meetings for the purpose of program planning and coordination.
- Assists the schools to promote publicity for all interscholastic sports, such as sports brochures and other publications, press releases and radio releases, etc.
- Fosters good community relationships by keeping the community aware of and responsive to the athletic programs.

- Maintains a close working relationship with District and school personnel to ensure information exchange, coordination, and support for the decision-making process and the collection of feedback concerning services.
- Responds to inquiries or concerns in a timely manner.
- Keeps the Director informed about potential problems or unusual events.
- Attends all local, district, regional, state, and national meetings that are necessary to the functioning of the athletic program.
- Promotes professional growth and enrichment by encouraging athletic directors and coaches to be members of professional athletic organizations and to participate in approved clinics, conferences, and required compliance seminars.
- Coordinates the development and implementation of the District Athletic Coaching Endorsement Add-On Certification Program.
- Assists coaches in keeping abreast of current practices, programs, legal issues, and care and prevention of athletic injuries.
- Keeps well-informed about current trends and best practices in content, service, or project areas.
- Maintains expertise in assigned areas to fulfill project goals and objectives.
- Sets high standards and expectations for self and others.
- Assists in developing and implementing District athletic budget.
- Coordinates the purchase of athletic equipment.
- Coordinates the establishment of admission prices for all athletic events.
- Seeks assistance and support for the financing of the athletic program.
- Assists in maintaining appropriate coordination among the various programs related to athletic services.
- Prepares and submits required reports and maintain appropriate records.
- Assists in developing and implementing the department budget.
- Supports the goals and priorities of the District.
- Represents the District in a positive and professional manner.
- Performs other incidental tasks consistent with the goals and objectives of this position.
- Provides schools with necessary leadership that will enable all schools to develop their individual athletic programs to the fullest extent.
- Encourages schools to provide athletic opportunities to all students. Establish annual athletic program goals and objectives.
- Implements an annual evaluation of the athletic program.
- Supports and participates in the implementation of the District's Strategic Plan.
- Utilizes appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services, and evaluation of services provided.
- Uses appropriate styles to motivate, gain commitment, and encourage positive change or task accomplishment.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree from an accredited educational institution or certification from the National Interscholastic Athletic Administrators Association.
- Certified by the State of Florida in the assigned curriculum area.
- Minimum of seven (7) years of successful teaching/administrative experience.

- Experience in Administration and Supervision preferred.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of assigned content or service area.
- Ability to express facts and ideas clearly and concisely, both orally and in writing.
- Ability to organize time and materials.
- Ability to prioritize tasks and responsibilities.
- Knowledge of state and District curriculum and assessment priorities and related statutes, rules, and policies.
- Knowledge of child growth and development, learning theory, and current best practices.
- Ability to use computer hardware and software to accomplish instructional and administrative functions.
- Ability to interact effectively with professional staff, parents, and students.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, kneeling, mental acuity, reaching, repetitive motion, speaking, standing, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: