

Killeen Independent School District Job Description

Job Title: Executive Director for Athletics
Reports To: Deputy Superintendent
FLSA Status: Exempt

SUMMARY

Provides students of secondary school age an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sports, and the principles of fair play; to provide the district with a sequenced, instructionally-sound athletics and physical education program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Organizes, administers and supervises the overall program of interscholastic league athletics for the district.

Provides leadership in the selection, assignment, and evaluation of athletics' coaches and staff members. Coordinates this effort with appropriate administrators, such as the executive directors, principals, and the Chief Human Resources Officer.

Evaluates the athletics program and appraises coaches on an annual basis; makes recommendations for improvement.

Assumes responsibility for the organization, coordination, and scheduling of all athletic events.

Provides leadership in teaching, implementing, and complying with UIL rules and regulations which govern the conduct of athletics events.

Provides leadership in developing additional local policies and regulations for control and guidance of athletes, coaches, and other personnel involved in athletics activities.

Assumes a leadership role in the development of a philosophy of athletics participation which promotes sportsmanship, excellence in attitude and effort, and skill in performance.

Annually prepares an overall budget for the athletics program for submission to the Executive Directors, when approved, administers and supervises its operation.

Develops and maintains a public relations and communications program which fosters good school/community relationships.

Maintains lines of communications with the Executive Directors and other school officials in order to keep them advised as to the current status of the athletics program, including schedules, policies, and activities.

Develops and interprets board policies, procedures, and guidelines.

Attends all district executive meetings and keeps the Executive directors advised as to topics and questions discussed or decisions reached.

Assists principal with coordinating and scheduling of any athletics facility by a non-school group.

Provides officials, team physicians, and policemen, as required, and assumes general responsibility for the proper supervision of home games.

Maintains all athletics facilities including practice fields, playing fields, tennis courts, and ancillary areas.

Monitors requisitions, in cooperation with appropriate staff members, for supplies, uniforms, and equipment for athletics programs.

Assumes responsibility for the cleaning, storage, care and inventory of all athletic equipment.

Administers the KISD policy covering injured school athletes and assumes responsibility for all processing of reports and claims.

Coordinates and supervises the district's athletics program in such a manner as to insure compliance with Title IX and state legislation.

Works closely with principals in all aspects of the total program in order to maintain an effective operation.

Develops and maintains an athletics handbook.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directs the athletics programs of the district; directly supervises high school and middle school campus athletics coordinators. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, selecting, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE

Master's degree and five years coaching and/or school administration experience required.

CERTIFICATES, LICENSES, REGISTRATIONS

Principal Certificate preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before the Board of Trustees, administration, principals, staff, parents, students, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Frequent district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate. Occasional work during the weekends and evenings for special school functions.

Revised Date: October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.