

TITLE**Athletic Director (System) – Part-Time**

to be added to (incorporated in) existing administrative position

QUALIFICATIONS

- Valid Administrator's license, preferred;
- Experience coaching at different levels;
- Understanding of TSSAA bylaws in addition to other policies and laws pertaining to secondary school athletics;
- Knowledge of fundraising and promotional events;
- Ability to manage relationships with coaches, school administrators, and the public; and
- Clear direct communication individually and within the organization.

JOB GOALS

Coordinates the elementary, middle, and high school athletic program in collaboration with principals and coaches to ascertain programmatic needs on an annual basis, as well as prior to each season, to insure consistency and equity of programs.

ESSENTIAL FUNCTIONS

1. Serve as the school system liaison for athletics to the state department of education, TSSAA, and other sport related entities.
2. Responsible for elementary basketball program – scheduling, publicizing dates, sites, and time of contests. Arranging for officials and the payment thereof. Rescheduling games as needed.
3. Oversee the ambulance services (ambulance at home football game, as needed).
4. Assist the schools to promote publicity for all sports – such as sports brochures and other sport publications, press releases, radio releases, and web-sites.
5. Foster good community relationships by keeping the community aware of and responsive to the athletic programs.
6. Respond to inquiries, concerns, and complaints in a timely manner.
7. Keep the Director informed about potential problems or unusual events.
8. Assist coaches and site-based athletic directors in keeping abreast of current practices, programs, legal issues, and the prevention of athletic injuries.
9. Set high standards for self and others.
10. Assist in the development and implementation of the school system athletic budget (section 714).
11. Coordinate the purchase of athletic equipment, when needed.
12. Serve as a consultant within the school system on all athletic construction projects.
13. Represent the school system in a positive and professional manner.
14. Assist in writing grant proposals and manage grants as needed.
15. Perform other work-related duties as assigned.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed fifty (50) pounds, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching

5. Talking
6. Hearing
7. Seeing

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with students.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. *Intelligence*: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. *Verbal*: Ability to understand meanings of words and the ideas associated with them.
3. *Numerical*: Ability to perform arithmetic operations quickly and accurately.
4. *Manual Dexterity*: The ability to move the hands easily and manipulate small objects with the fingers.
5. *Form Perception*: To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures.
6. *Color Discrimination*: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

WORK CONDITIONS

Normal working environment.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* in regard to overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.