

# Responsibilities Cumberland County School District

## Athletic and Activities Director

### **Purpose Statement**

The responsibilities of the Athletic and activities Director serve the purpose/s of implementing and maintaining the assigned programs and services of the Elementary/Middle and High School Athletics to comply with county, state, and federal guidelines. In addition, this role serves the purpose of administering activities across the district related to music, band, the arts, parent engagement, and other areas as deemed appropriate.

This job reports to the Director of Schools.

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### **Essential Functions**

Provides leadership, oversight, and support for all elementary, middle, and high school athletic programs, activities, and parental engagement within the district. This position ensures compliance with Tennessee Secondary Athletic Association (TSSAA) regulations, district policies, and state and federal laws governing athletics. Works collaboratively with the elementary/middle and high school athletic program, principals and coaches to ascertain programmatic needs on an annual basis, as well as prior to each season to ensure consistency of program. This role administers activities across the district related to music, band, the arts, parental engagement, and other areas as deemed appropriate.

### **Athletic Responsibilities:**

- Coordinate and approve game schedules, tournaments, and officials scheduling and pay for district athletic teams (Grades 3-5, 6-8 and middle school).
- Monitor eligibility requirements, academic standards, and student conduct for student-athletes.
- Develop and implement policies, procedures, and expectations for district athletics.
- Ensure district compliance with TSSAA regulations, Tennessee Department of Education, Cumberland County Board of Education policies, and other governing bodies.
- Oversee and support all elementary, middle, and high school athletic programs within the district.
- Ensure proper supervision, security, and emergency planning for athletic events.
- Provide professional development for coaches to enhance leadership, sportsmanship, and instructional techniques.
- Promote ethical coaching practices and adherence to district policies.
- Collaborate with principals and coaches to support athletics at the building level, ensuring all know responsibilities and duties.
- Responsible for developing and implementing a district-wide athletic guidance manual to ensure compliance with all applicable federal, state, and local laws. This manual shall include but not be limited to the following sections: Athletic Personnel Management; Communication and Public Relations; Compliance and Risk Management; Facility and Event Oversight; Financial and Resource Management; Operational Scheduling. This athletic guidance manual and subsequent changes will be reviewed and approved annually by the Director of Schools.
- Supervise district-wide athletic initiatives, including coach certification, safety training, Title IX compliance, and supplemental pay.
- Promote academic achievement, character development, and sportsmanship among student-athletes.
- Foster positive relationships between athletics and the school community, including parents, booster clubs, and local organizations.
- Present quarterly athletic progress report to Cumberland County Board of Education.

### **Activities Responsibilities:**

- Coordinate art exhibits at Central Office and Art Circle Public Library.
- Plan and execute professional development for fine art teachers yearly.
- Plan and execute county-wide band and choir performances for middle school and high school.
- Track art activities by individual schools.
- Develop and implement policies, procedures, and expectations for district activities.
- Oversee and support all elementary, middle, and high school activities/programs within the district.
- Ensure proper supervision, security, and emergency planning for activities/programs.
- Supervise district-wide arts/activities initiatives, including certification, training, and supplemental pay.
- Foster positive relationships between arts/activities and the school community, including parents, and local organizations.
- Assist in transportation and arrangement of 4<sup>th</sup> grade orchestra trip.
- Coordinate grant and gift monies for activities.
- Present quarterly activity report to Cumberland County Board of Education.

### **Parental Engagement Responsibilities:**

- Coordinate and assist schools with parental engagement activities.
- Track parental involvement activities by individual schools.
- Present quarterly parental engagement report to Cumberland County Board of Education.

**Additional Duties:**

- Responsible for assisting high school administrators regarding community facility usage including auditoriums and gymnasiums, at the respective high schools.
- Other duties as assigned by the Director of Schools and his/her designee.

**Qualifications Skills, Knowledge and Abilities**

**KNOWLEDGE/SKILLS/ABILITIES**

- Knowledge of overall operations of an athletic program.
- Minimum of five (5) years of experience in athletic administration, coaching, or school leadership.
- Strong knowledge of TSSAA rules, athletic budgeting, and sports management best practices.
- Excellent leadership, communication, and organizational skills.
- Ability to work collaboratively with school leaders, coaches, and community stakeholders.
- Knowledge and ability to implement county, state, and federal policies/ procedures governing athletics.
- Ability to compile, maintain, file, and present all physical and computerized reports, records, and other documents.
- Clear direct communication individually and within the organization.

**Experience** Job related experience within specialized field with increasing levels of responsibility is required. Coaching Experience preferred.

**Education** Bachelor’s degree in Education, Sports management/administration and Master’s degree in Administration  
Valid Tennessee administrative license.

**Equivalency** None  
Specified

**Required Testing** None Specified

**Certificates & Licenses**

**Continuing Educ. / Training**

Concussion Training; Annual, mandatory training for athletic directors and coaches per TCA 68-55-502.  
De-Escalation Training; Required annually for school administrators, athletic directors, per TCA 49-6-819.

**Clearances**

Background Clearance

**FLSA Status**

Exempt

**Approval Date**

**Contract Days**

220-Day Position

**Salary Grade**