

## **Job Title: Director of Athletics**

### **Position Summary:**

The Director of Athletics reports directly to the Director of Schools and is an educational leader at the district level. The Athletic Director develops, manages, and supervises each school's physical education and athletic programs. This position requires evening and weekend commitments.

### **Primary Duties and Responsibilities:**

- Work with each school to develop and promote a district-wide athletic program to ensure uniformity and coordination
- Work with school and district leadership teams to continue to innovate and develop a strategic vision for county-wide athletics
- Provide athletics assistance and guidance to all schools in interpretation of School Board Policy and the Tennessee Secondary School Athletic Association (TSSAA)
- Attend local, district, regional, state, meetings that are necessary to the functioning of the athletic program
- Schedule and attend athletic events for each school's interscholastic teams
- Assist in maintaining appropriate coordination among the various programs related to athletic services
- Coordinate the maintenance and scheduling of athletic facilities (e.g. P.E. Building) with schools and various district departments
- Maintain a working knowledge of NCAA requirements as it pertains to high school athletes receiving scholarships for their athletic achievements
- Work with guidance departments to ensure that students attending college on a scholarship have fulfilled all the necessary requirements to enroll in college
- Report athletic achievements for both individuals and teams to the district office
- Maintain accurate records of team and individual athletic statistics and accomplishments
- Distribute Parent-Teacher Handbook to team parents each season
- Update athletic website with schedules, locations, and results of all inter-scholastic events
- Keep the Director of Schools informed about potential problems or unusual events as it pertains to the athletic department
- Financial control of all athletic funds
- Perform other duties as assigned by the Director of Schools

**Minimum Qualifications:**

- At least four years of relevant experience in an athletics-related role in an educational environment
- Experience teaching and coaching different sports as well as different levels (i.e. middle school, junior varsity, varsity)
- Successful background working with student athletes and coaches
- Outstanding interpersonal and communication skills, with a professional and empathetic approach
- Willingness to be part of a collaborative environment and work closely with colleagues and parents
- Strong Organizational skills and attention to detail
- Capacity to meet the physical demands of the role
- Ability to communicate clearly and effectively, verbally and in writing
- Positive attitude, flexible approach, and a sense of humor

**WORK CONDITIONS:**

Normal working environment.

240-day contract.

Reports directly to the Director of Schools.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding 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.).

\*\*\*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.