

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Director of Athletics
QUALIFICATIONS:	Administrative Certification preferred; Experience in a leadership role
REPORTS TO:	Deputy Superintendent
SUPERVISES:	Athletic Programs

PERFORMANCE RESPONSIBILITIES:

1. Organizes and administers the overall program of interscholastic athletics for the district.
2. Supervise, evaluate, and delegate work for the athletic staff and programs.
3. Provides leadership in the selection and assignment of athletic coaches.
4. Keeps building principals informed of athletic program issues and coordinates district-wide athletic program.
5. Fosters good school/community relations by keeping the community aware and positively responsive to the athletic programs.
6. Delegates authority to accomplish program goals as necessary.
7. Collaborates with athletic facilitators and coaches to hire all workers for home athletic events.
8. Arranges transportation for athletic contest participants.
9. Arranges provisions for meals for athletes and coaches.
10. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
11. Establishes the physical and academic requirements of eligibility for participation in each sport, and verify each athlete's eligibility.
12. Works closely with the Chief Financial Officer to ensure budgets and expenditures are accurate.
13. Prepares and administers the athletic program budget.
14. Ensures fiscal responsibility and maintain all athletic accounts.
15. Supervises the use and care of all athletic facilities owned by the district.
16. Supervises the practice sessions of the various athletic teams on a regular basis.
17. Requisitions, in cooperation with appropriate staff members, supplies, uniforms and equipment for athletic programs.
18. Supervises the cleaning, storage and care of all athletic equipment.
19. Supervises all ticket sales and fund-raising events connected with the athletic program and assume responsibility for proper handling and accounting of monies involved.
20. Arranges all details of visiting teams' needs, including meals, gymnasium services and field assistance as appropriate.
21. Keeps records of the results of all middle school and high school athletic contests
22. Abides by all district policies and state and federal laws.
23. Maintains confidentiality.
24. Performs other duties as assigned by Deputy Superintendent.

TERMS OF EMPLOYMENT:

Number of days and compensation based on Board approved administrative salary schedule and the employee work calendar.

EVALUATION:

Performance of this job will be evaluated annually by the Deputy Superintendent.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.

Ability to lift up to 10 pounds frequently.

Ability to do outside duties in inclement weather.

Ability to walk or move long distances from location to location around the building multiple times each day.

Adopted: March 1999

Revised: March 2001

Revised: April 2001

Revised: 12-08-08

Revised: 03-07-11

Revised: 02-09-15