

PERSONNEL

ATHLETIC DIRECTOR **Certificated Salary Schedule - Stipend**

DEFINITION

Under general supervision of Wallace Middle School Principal, to perform a variety of duties and responsibilities related to the middle school sports program.

EXAMPLE OF DUTIES

The Athletic Director will schedule games; submit transportation and facilities use requests; secure officials and supervision for home games/tournaments; schedule and arrange payment for games, tournaments, and officials; publish game schedules for Administration and teachers; arrange for purchase and storage of sports equipment and uniforms, and notify Administration of lost or stolen equipment. The Athletic Director will oversee the work of coaches and related staff involved in the athletic program.

The Athletic Director will develop materials for team tryouts as well as team packets; schedule tryouts and practice sessions; complete grade checks, track academic and behavior probation every semester according to district athletic code; ensure coaches have well stocked emergency/medical bag; attend all Booster Club meetings; provide team lists to Technology department for posting on district website; procure achievement medals through the Booster Club and schedule end-of-the-year awards.

DESIRABLE QUALIFICATIONS

Prior successful experience working in a school setting or with children

Organizational skills

Knowledge of sport rules and regulations, such as for volleyball and basketball

Focus on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas, and contributing to building a positive athletic program spirit.

Demonstrated ability to successfully work with young children

Proficiency in the usage of database software, internet software, and email

Certificates as determined by the District including meeting current certification requirements, ability to obtain a valid CPR/First Aid card, bloodborne pathogen training and blood spill training.

Ability to:

Appropriately communicate with students, teachers, parents and members of the community

Exercise good judgment and work in an environment with constant interruptions

Work well with others from diverse backgrounds

Effectively present information and respond effectively to questions in one-on-one, and small group situations to students and other school staff

Verbally respond to common inquiries from students

Read and interpret simple instructions, short correspondence and memos

Write routine reports and correspondence

Apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form

Deal with problems involving several concrete variables in standardized situations

Proficiently use Google (calendar, mail, drive)

Respond to parents

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear; walk; stand; and sit. The employee is frequently required to use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision

Education:

Demonstrated ability to successfully work with adolescent students and the public in a school setting, student teaching applies; at least two years coaching experience; ability to read and interpret documents such as safety rules, operating and maintenance

instructions and procedure manuals. Must be willing to coach while maintaining the essential duties and responsibilities of an Athletic Director.

Adopted: October 12, 2019