



Job Description
Prepared/Revised Date: July 2019

Job Title: **Athletics & Activities Director**
 Job Family: **Certified**
 Pay Program: **Administrative**
 Typical Work Year: **12 months**

Job Code: **3028**
 FLSA Status: **Exempt**
 Pay Range: **L 15**

SUMMARY: Supervise, coordinate and evaluate activities at all levels in addition to high school athletics throughout the district to support the extracurricular development of participating students. Responsible for and provide leadership, guidance and administration among the district facilities: Adams 12 Veteran’s Memorial Aquatic Center (VMAC), the Five Star Stadium and the North Stadium.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Supervise the coordination and evaluation of high school athletics and all district activities to ensure programs of high standards in compliance with Superintendent, Board of Education policies as well as federal and state requirements. Responsible for approving/denying all out of state and international travel for schools. Coordinate with school administrators, Risk Management, Finance, Purchasing and Executive Directors to ensure compliance with district policies.	D	28%
2. Manage district athletic stadiums and VMAC including coordinating improvements, plans, schedules and maintenance to ensure the well-being of students, parents and staff. Ensure appropriate accounting of all funds collected; ensure compliance with superintendent policies. Work in partnership with the school principals and athletic directors to ensure compliance with CHSAA regulations and conditions of facility use and facilitate productive and positive working relationships between district staff and internal and external customers	D	21%
3. Prepare, submit, and oversee the district’s budget for athletics, activities and district facilities. Assign school funds and monitor expenditures in the decentralized budget in order to maintain, control and account for all funds including occasional grant funds.	D	15%
4. Work cooperatively with administrators, Human Resources and Payroll in hiring quality personnel for athletics, activities and facility staff. Ensure district, state and federal compliance in all employment activities including timely, accurate and appropriate evaluation and feedback of staff performance in accordance with district guidelines. Monitor and approve the payroll for central office, facilities, all coaching staff and game officials.	D	5%
5. Work with the appropriate central office personnel regarding school needs, such as human resources, financial and accounting functions, maintenance, security and concessions to promote integrated operations for athletics and activities.	D	5%
6. Develop and maintain relationships with Front Range League, the Colorado High School Athletic Association (CHSAA) Board of Control, East Metro Athletic Conference, Flatirons League Children’s Hospital and Colorado Special Olympics providing district perspective and leadership while determining rules and regulations governing our local and state organization.	M	9%
7. Represent the district in arrangements, scheduling, supervision of post-season athletic events including district, regional and state culminating events. Monitor gender equity in athletics by preparing Title IX reports and evaluating requests for new programs in order to maintain equity and parity of district programs. Promote effective communication between the schools, community, district partnerships and outside organizations by creating positive support for the continued improvement of the programs and facilities.	M/A	3%
8. Monitor and develop district training, including but not limited to CPR, AED, concussion, anti-hazing, 504, and position of trust. Participate in district administration meetings and other district meetings as required or appropriate.	W	7%
9. Collaborate with Children’s Hospital for the Traumatic Brain Injury Team (TBI) as well as coordinating and overseeing the Comprehensive Athletic Student Physical (CAPS).	A	5%
10. Collaborate with city officials regarding joint use agreements.	M	1%

11. Perform other duties as assigned.	Ongoing	1%
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EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree plus additional coursework required to obtain a Principal License.
- Minimum of (5) five years of experience as a school athletic director, in coaching or as a Principal or Assistant Principal preferred.
- Courses in management of secondary athletic programs, risk management, time management and marketing preferred.
- Courses offered by the National Interscholastic Administrators association preferred.
- Courses offered by the NFHS, Citizenship through Sports and Fine Arts Initiative preferred.
- Principles, Strategies and Methods course in athletic administration preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Colorado Principal License.
- Registered Athletic Administrator.
- Valid CDE teaching license with secondary experience.
- Concussion certification and in good standing with CHSAA.
- Certified Athletic Administrator required within 3 years after entering position.
- Certified Master Athletic Administrator required within 5 years after entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent interpersonal relations and oral and written communication skills.
- Strong decision making, analytical, organizational and time management skills.
- Advanced skill in dealing with students and staff with diverse needs at various levels.
- Thorough understanding of CHSAA’s rules, regulations, policies and procedures.
- Knowledge of risk management, philosophy and organization of programs, legal issues in athletics administration, Title IX, sexual harassment, Americans with Disabilities Act and employment law.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to frequently travel among district locations.
- Ability monitor compliance involving student athletes with 504, special education needs.
- Work closely with Special Olympics Colorado to offer Unified Athletic Programing for district 12 students.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Personal computers.
- Microsoft Office Excel and Word.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Schools Executive Director	3092

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Secretary	1	1320
	Accounting Specialist	1	1005
	Athletic Facilities Lead Operator	1	100519
	Aquatics Operator	1	100524
	❖ Stadium Operator	2	100528
	❖ Custodian – facilities	3	1105
	❖ Lifeguards/Head lifeguards	26	100525/100526
	❖ Event Assistants	22	090727
	Secondary Asst Principal (Athletic and Activity)	13	varies
	Certified Athletic Trainers – Non District	5	N/A

- ❖ These positions work under the guidance and direction of the Aquatics Operator who reports to Athletics & Activity Director.
- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Solely responsible for developing, administering and monitoring the District athletic and activity budget, Front Range League, East Metro Athletic Conference budget and any special programs budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	X			
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct		X		
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	