

**TITLE:** ATHLETIC DIRECTOR – High School

**DEPARTMENT:** High School Education

**REPORTS TO:** Building Administrator

**POSITION SUMMARY:** Under the direction of the Principal or designee the Athletic Director works with the school and District administration to represent the school's athletic programs at the local community, league, district, and state levels, oversees all sports team activities, meetings, and matches or games, and supervises athletic personnel in order to ensure compliance with Governing Policies, District Regulations and Procedures, and the appropriate state and federal laws and guidelines. This position requires knowledge of District procedures and policies, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills.

**ESSENTIAL FUNCTIONS:**

- In concert with administration represent school athletics at the local community, league, building, district, and state levels.
- Monitor and enforce league, district, state WIAA, WSBAO policies, regulations and technical guidance, including academic eligibility, and medical clearances, and report school violations of WIAA rules to the appropriate governing bodies.
- Organize athletic registration (Fall, Winter, Spring) and maintain student records.
- Hold coaches' meetings, organize and lead parent nights, and attend SHS Booster Club meetings for Title IX compliance.
- Coordinate for the school major KingCo events and non-league contests for all sanctioned athletic competitions.
- Attend and participate in KingCo athletic director meetings.
- Work with the school Guidance Counselors to ensure academic eligibility, track and grant sports waivers, assure course compliance with NCAA guidelines and inform students of NCAA Clearinghouse guidelines and procedures.
- Update athletic handbook for coaches, students, and parents in conjunction with the appropriate Executive Director(s).
- Make hiring recommendations and supervise and evaluate coaches, including time-sheet approval.
- Provide and or communicate training and workshop opportunities for coaches.
- Supervise and evaluate athletic trainer, including maintenance of athletic injury reports.
- Organize and supervise game management, including but not limited to: student and guest behavior; securing officials and confirming payment; securing and training the ticket and program sellers, scorer, timer, announcer, concession staff, custodial staff, and security staff; providing management, security, medical and emergency response teams; developing an emergency situation plan, e.g. fire, accident, evacuation and communicating such to administration; coordinating all half-time programs; assigning press box/media accommodations; and arranging for appropriate transportation.
- Trouble shoot and resolve operational and game scheduling problems, such as stadium speaker system, rain-outs, athletic behavioral incidents with opposing schools.
- Monitor athletic facilities, reporting necessary work and repairs to the custodial and maintenance department and capital projects as appropriate.
- Coordinate facility rentals with District staff to meet athletic practice and contests requirements.
- Coordinate, organize, and communicate all practice and game schedules in a timely manner.
- Ensure adequate and proper supervision of all athletic events, coordinating the supervision calendar with administrators.
- Oversee athletic budget and inventory, reporting to ASB students as requested and appropriate.
- Timely maintenance of the school's athletic website content for all sports.
- Promote recognition of athletic activities and athletic honors.
- Drafts, prepares and processes a variety of electronic communication, forms, memoranda, agreements, letters, reports, and other documents to assure proper completion within mandated time frames and in accordance with District Regulations and Procedures.

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

- Creates, incorporates, and maintains existing files, in hard copy and or electronically; obtains appropriate supporting documentation to assist in the timely preparation and filing of documents, such as budgets.
- Monitors and tracks recordkeeping, including coaching certifications, inventories, personnel files, and student records in accordance with the appropriate records retention timelines. Reports to the ASB officers and other stakeholders as appropriate and requested.
- Compiles data from a variety of sources in accordance with District, state, and federal guidelines and regulations in order to create appropriate communications, reports, memoranda, resolutions, contracts, agreements, letters, and other written material for appropriate staff and stakeholders.
- Provide regular program evaluative feedback with suggested plans for amelioration of any targeted areas of concern to the Principal or designee, District staff and other stakeholders as appropriate.
- Continue to improve management methods and techniques by attending workshops, summer school, professional meetings or conferences, and keeping abreast of current athletic innovations through professional literature.
- Work cooperatively with a building team in planning, supporting and providing athletic education and share with other staff the responsibility for supervision of activities and student behavior outside the regular classroom.
- Demonstrate constructive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Encourage and provide the structure for ongoing, meaningful involvement of staff, parents, and community members in the athletic programs, including support such as banquets, fundraising, facility use, etc.
- Interacts constructively with students, other administrators and staff, and the greater community.
- Use technology to provide challenging instruction to coaches and students of all learning levels.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**QUALIFICATIONS:**

**EDUCATION:** Bachelors or Master’s degree or Doctorate from an accredited college or university.

**EXPERIENCE:** At least 3 years of previous high school or post-secondary coaching experience preferred. Successful teaching experience and effective work with high school age students highly preferred. Further, the individual will possess the:

- Ability to work independently, take initiative, organize projects and details, and make decisions efficaciously
- Ability to communicate clearly and effectively in a pleasant, tactful and professional manner.
- Ability to research, analyze and interpret data, rules and regulations, codes, statutes, and laws.
- Commitment to personal and professional growth as it relates to the ISD

**CERTIFICATES AND LICENSES:** Valid WA State teaching certification preferred or administrative certification highly preferred

**CONTINUING EDUCATION/TRAINING:** Knowledge of WIAA and NCAA rules and regulations and other trainings that are necessary to maintain knowledge as current

**CLEARANCES:** Criminal Justice Fingerprint/Background Clearance

**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Unrepresented

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date