

WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE:	Athletic & Student Activities Director
JOB CLASS CODE:	7344
CLASSIFIED/CERTIFIED:	Classified
CONTRACTED DAYS:	Up to 220 Days
REPORTS TO:	District Athletic Director
SALARY SCHEDULE:	Classified Salary Schedule
FLSA STATUS:	Exempt

REQUIRED QUALIFICATIONS

Bachelor's Degree

Three (3) or more years of athletic administration experience

Demonstrated ability to maintain strong communications, collaborative work ethic, and dedication to student participation

DESIRED QUALIFICATIONS

Knowledge of KHSAA rules and regulations and fundamentals of various sports and activities in the public school setting

Ability to read, interpret, apply and explain rules, regulations, policies and procedures with accuracy and consistency

SCOPE OF RESPONSIBILITIES

Provides leadership and general oversight of the athletic and student activity events of the assigned middle school/high school sites, while monitoring all aspects of event coordination. Mentors coaches and sponsors and promotes overall program development within and between the designated middle and high school sites. Serves as the designated point of contact for athletic and student activity programs, addressing logistical and safety concerns of student participants, the general student population, and overall school community during such events. Ensures administrative, game day and overall support of programs without assuming any coaching responsibilities or positions.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises or provides for supervision of athletic and student activities programs

Coordinates transportation for athletic contests and (student activities as needed)

Communicates with and assists the District Athletic Director with student transfers seeking eligibility

Generates and shares purchase orders, invoices for officials, and other financial forms to school bookkeeper

Applies and assists the District Athletic Director in implementing and reviewing eligibility standards and student participation processes, to include ensuring a weekly grade check policy, parent consent, and insurance coverage are in place for all student athletes

Enforces the activity and athletic policies, regulations and rules, and assists in ensuring coaches are teaching individual fundamental skills, team play, team strategy, sportsmanship and self-control

Secures ticket takers for games and handles emails and scheduling

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Transfers team schedules to official schedule format to be reviewed by the District Athletic Director for official release
Creates master schedule for each season (fall, winter, spring) for the designated sites
Ensures maintenance of all team events, to include games/practices/meetings into activity calendar
Maintains a strategy for effective, positive social media
Maintains and monitors schedule for gym and related facilities
Assists with end of year awards and other athletic and student activity student recognitions
Oversees the opening and closing of ticket gates
Ensures all aspects of facilities are properly maintained and remain functional and safe for participants and spectators
Seeks to increase student involvement through expansion of athletic and student activity opportunities, with particular emphasis on student participation as students transition from middle school to high school
Assists game officials and provides necessary paperwork
Manages game contests, assists fans, and coordinates security and other services as appropriate
Coordinates supervision of athletic and after-school student activity events, including assignment of game/event managers to supervise events
Ensures basic takedown and clean up at conclusion of game and other activities occur in a safe and efficient manner
Conducts ongoing review of athletic budgets, including booster organizations and external support groups related to athletics who are subject to the accounting procedures for Kentucky school activity funds
Ensures booster and external support groups submit annually required documentation, such as but not limited to, insurance, 990 tax filings, articles of incorporation/bylaws, etc. within the first 30 days of a new school year or in advance of initial fundraising event of the school year, whichever occurs first
Ensures accurate annual reporting of athletic equipment inventory
Recommends or assists in recommending the purchase of equipment, supplies and uniforms as appropriate for the health, safety and welfare of student participants
Performs additional related duties, as assigned, by the District Athletic Director or Superintendent

PHYSICAL DEMANDS

The work is performed by sitting, standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times may require bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

TERMS OF EMPLOYMENT

Number of days worked will be determined by the current school calendar adopted by the Warren County Board of Education. Salary shall be commensurate with adopted classified personnel salary schedule. Leave accrual will be as stated in Board Policy.

EVALUATION

Performance of this job will be evaluated in accordance with the provision of Warren County Board of Education policy on evaluation of classified personnel. Evaluations will be conducted by the District Athletic Director or his/her designee.

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I, _____, have read and understand the terms
(name of employee) set forth in this job description.

Signature of Employee

Date