Title: **Director of Athletics** Pay Grade: 309
Reports to: Administrator Assigned FLSA: Exempt
Department: Athletics Length of Assignment: 226 days

Summary

Provide district-wide leadership and administration of the University Interscholastic League (UIL) athletic and assigned extracurricular program. Provide each student with the opportunity to participate in an athletic/extracurricular activity. Adhere to federal and state laws, as well as district policies, procedures, and regulations.

Essential Functions

1. Oversee the planning, development, implementation, and coordination of all district athletic programs and assigned extracurricular activities.
2. Develop and implement innovative strategies to promote the appreciation of athletic and extracurricular programs in the public and school communities.
3. Develop and implement marketing/promotional strategies to enhance the recruitment of students into athletic and extracurricular activities.
4. Recruit, select, train, supervise, and evaluate assigned staff and make recommendations relative to professional development, assignment, retention, discipline, and dismissal.
5. Obtain and use evaluative findings (including student achievement data) to gauge athletic program effectiveness and ensure that program renewal is continuous and responsive to student needs.
6. Maintain an active program that promotes good sportsmanship and student development, including the time, resources, and materials to support accomplishment of district goals.
7. Prepare and disseminate interscholastic game schedules.
8. Oversee and assist district/campus administration with the process of cleaning, repairing, and storing of all district athletic equipment, including maintaining a current inventory of supplies, equipment, and fixed assets and recommending disposal and replacement of equipment.
9. Supervise scheduling of officials, judges, facilities, transportation, lodging, ticket sales, equipment, scouting, and any other elements necessary for the efficient management of the district athletic and extracurricular programs.
10. Oversee district student/athlete management policies, behavior expectations, and enforcement in accordance with Student Code of Conduct and student handbook.
11. Establish and maintain open lines of communication with district staff, parents, students, and community members.
12. Compile, maintain, and file all reports, records, and other documents required.
13. Develop and administer budget based on documented needs and ensure that operations are cost-effective and funds are managed wisely.
14. Assist in the planning of athletic facilities.
15. Assist local District Executive Committees and UIL as appropriate.

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16. Support athletic booster clubs and athletic fundraising activities.

17. Attendance at the work site is required to meet essential functions of the job.

Other Responsibilities

1. Participate in professional development activities as required by the district.

2. Follow established safety procedures and techniques to perform job duties; support district/department goals.

3. Maintain a professional code of ethics and perform other duties as assigned.

Qualifications

Master's degree; valid Mid-Management /Principal/Superintendent certification; posses one of the following; five (5) years of experience in a supervisory or administrative position and three (3) years of experience in the administration of athletic sports or three (3) years of experience in supervision/administration/promotion of co/extracurricular activities. Valid Texas/New Mexico driver's license; subject to the district's drug and alcohol screening policy and regulation; must be insurable by the district's auto liability insurance carrier.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; ability to work with frequent interruptions; prolonged use of computers and occasional prolonged and irregular hours. Frequent district-wide and occasional state-wide travel.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.

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