

## GLENPOOL PUBLIC SCHOOLS JOB DESCRIPTION

Position Title: Athletic Director  
Reports to: Superintendent  
FLSA Designation: Exempt  
Calendar: 12 month

**SUMMARY:** To provide leadership in maintaining, organizing and administering the overall program of interscholastic athletics

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned by supervisor.

- Responsible for all phases of Title IX compliance
- Responsible for game administration, including organization and scheduling of athletic events
- Administers in-service training and orientation of coaching staff
- Administers athletic budget and purchasing
- Selects, assigns and evaluates all coaching personnel in conjunction with high school or middle school principals
- Represents the district in matters of interscholastic athletics with the conference and the OSSAA
- Contracts officials for all home contests
- Arranges transportation for away contests
- Develops and evaluates appropriate rules and regulations governing the conduct of athletic activities
- Fosters good school-parent relations by maintaining communications relative to rules and regulations on athletics
- Establishes and enforces the physical, academic and training requirements of participation
- Confers with district administrators on matters of concern
- Works well with both supervisors and other members of the team
- Maintains consistent and punctual attendance
- Performs other duties assigned by the Superintendent of Schools

**SUPERVISORY RESPONSIBILITIES:** Supervises coaches within the Athletic Department. Responsible for overall direction, coordination and evaluation of the unit. Carries out supervisory responsibilities in accordance with district policies and applicable laws. Responsibilities include interviewing, hiring and training employees (in conjunction with secondary administrators); planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:** 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, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** Coaching experience at the secondary level, coaching and/or playing experience in multiple sports at the secondary level, experience in administration of athletic events and activities, Administration certificate and/or Masters Degree, course work in the organization and administration of athletic programs.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Oklahoma Teaching Certificate with appropriate administrative endorsements

**OTHER SKILLS AND ABILITIES:** None

**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 frequently required to sit, walk, stand and travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus. The employee is required to be able to hear conversations in quiet and loud environments."

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works both inside and outside in various weather conditions. The employee must be able to meet deadlines with severe time constraints. The employee will frequently work irregular or extended work hours while performing the duties of this job. The employee is directly responsible for safety, well-being and work output of students and coaches. The noise level in the work environment is usually quiet in the office area, but can be expected to be loud in activity situations."