

**Roswell Independent School District
Job Description**

Job Title: DIRECTOR OF ATHLETICS/ACTIVITIES

Reports To: ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES

General Job Description:

Provides overall leadership, direction, supervision and coordination for the athletics and activities program (grades 7-12). Also, provides leadership in conjunction with the principals and coordinators in maintaining and implementing an educationally sound philosophy for the program.

Essential Duties and Responsibilities:

1. Provides evaluation on all coaching personnel for that portion of their job which is involved with athletic-related programs in grades 7 through 12.
2. Serves as supervisor and coordinator of the total athletic and activities program throughout the District.
3. Is responsible for all out-of-town trips: a) Transportation; b) Lodging; c) record keeping; d) Trip sheets.
4. Monitors all gate receipts. Will see that activity ticket revenue be distributed so that the proper share is credited to each of the respective activities.
5. Interprets the activity program to teachers, administrators, and the community.
6. Develops recommendations for the improvement of the activities program.
7. Maintains an inventory of all athletic equipment.
8. Prepares a schedule for all athletic and other activities.
9. Maintains/oversees a district-wide calendar on all extra-curricular events.
10. Attends major extra-curricular activities when periodically attends other activities throughout the year.
11. Sees all athletic and activity programs to assure that equality is maintained with regard to boys' and girls' programs. Assures that emphasis is placed upon equality with regard to finances, participation, facilities, and emphasis, to the extent that it is possible and prudent. (In compliance with the Title IX and N.M. Equality Act.)
12. Offers leadership and gives direction to athletic- and activity-related personnel.
13. Maintains an accounting system of all the athletic and all other activities. Included are District funds, gate receipts, expenditure record, and pupil participation and accounting.
14. Establishes and enforces policies, rules, regulations, and procedures regarding coaches and participants.
15. Encourages the press to cover all athletic and other activities that can be boosted by such a notice.
16. Advises and cooperate with all athletic and activity-related booster clubs. Offers enthusiastic leadership toward promoting season or advance ticket sales and enlisting adult and/or student assistance on any project.
17. Speaks publicly as frequently as possible in an effort to enlist community understanding and support for the athletics / activities programs.
18. Update Athletic Handbook yearly.
19. Conducts beginning of the year Coaches and Coordinators meeting.
20. Prepares an annual report on each activity with an analysis of the program.
21. Continually evaluates the existing programs and makes suggestions for improving them, as well as discontinuing activities that have lost their appeal and/or promoting new activities to take their place.
22. Attends all State Athletic Directors' meetings to help develop policies in governing athletic activities.
23. Promotes Roswell as the host city for as many athletic and other activity events as possible.
24. Notifies all teams and activity groups of pertinent contest information.
25. Attends awards nights for those who participate in activities and athletics.
26. Serves as contact person with regard to public use of Wool Bowl Stadium and DeBremmond Stadium. Maintains a master schedule of all scheduled events and/or activities in these facilities.
27. Initiates processes and procedures which will assure a wholesome educational environment within the athletic and activities programs through the effective use of corrective measure—pertaining to student discipline—as set down by the School District policies and State regulations.
28. Establishes rules and regulations for medical examinations for students involved in school activities. Also evaluates and advises on school insurance programs.
29. Treats people with dignity and respect while adhering to all stipulations in Board Policy 3110 Code of Ethics of the Roswell Independent School District.

DIRECTOR OF ATHLETICS/ACTIVITIES (CONT'D)

- 30. Supervises and conducts meetings as needed with High School and Middle School Coordinators.
- 31. Employment of a teacher/coach will depend upon the principal accepting the candidate as a teacher and the Director of Activities accepting the person as a coach.
- 32. Crowd control of all activities is the responsibility of the principal. The Director of Activities will keep the principal informed of any special needs.
- 33. Facility and capital improvements repair needs will be reported to the principal who has the responsibility for executing the need identified.
- 34. Disputes over the priority use of facilities between the athletic and non-athletic groups will be decided by the Superintendent of Schools.
- 35. Event coordination among all groups competing for same space is responsibility of the Director.
- 36. Advance preparation required for hosting all home activities, working cooperatively with head coaches and principals is the responsibility of the Director.
- 37. No new program in the area of athletics or activities will be instituted without the approval of the principal where the activity will take place/ Superintendent/ Board of Education.
- 38. The Director informs the principal of the need of paid personnel at all athletic events, to include score keepers and timers.
- 39. Security personnel assignments are the responsibility of the Director/ in conjunction with the Principals.
- 40. Perform additional duties and responsibilities as assigned by supervisor.

Qualifications:

- 1. Master's degree from an accredited College or University.
- 2. Current Administrative license or to be able to attain one.
- 3. Minimum of five years' experience in a Head Coach position.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, have full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hours work is required. May make site visits when needed. May work under stressful conditions on occasions.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date