



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Director of Athletics and Activities** FLSA Status: **Exempt**  
 Job Family: **Certified Administrative** Pay Range: **J**  
 Prepared/Revised Date: **April 18, 2016** Job Code: **10701**

**SUMMARY:** Provide visionary leadership for Poudre School District’s secondary athletic and activities programs. Develop, coordinate, schedule, and evaluate all middle school and high school athletics and activities. Develop, maintain, interpret, and enforce athletic policies and procedures in accordance with district, league, state, and national guidelines. Participate in the evaluation process for all middle and high school athletic/activities directors. Coordinate the dissemination of information to parents, school athletic/activities directors, participants, community, and media. Manage the District’s athletic stadium, prepare and monitor district athletic budget, and participate in the hiring and evaluation of coaches.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
1. Coordinate, schedule, supervise, and attend all district-wide athletic events; arrange transportation, lodging, and meals for all district, regional and state events.
2. Manage a variety of athletic and activities budgets including the middle school athletic budget, PSA concessions budget, equipment budget and French Field budget. Monitor the high school’s site based budgets.
3. Work collaboratively with middle school principals and transportation to create schedules that minimize loss of academic time.
4. Work collaboratively with the appropriate central office personnel regarding school needs such as financial and accounting functions, maintenance, security, and concessions to promote integrated operations for athletics and activities.
5. Communicate with parents regarding student/athlete issues including eligibility issues, student behavior, coaching concerns, etc.
6. Communicate field usage for all athletic events, coordinate with City and other municipalities for use of facilities shared by the District and City.
7. Assist with hiring, scheduling, and coordinating pay for all game workers, concession workers, and ticket sellers.
8. Prepare checks, purchase orders, and vouchers for athletic and activities program purchases.
9. Serve as a liaison between schools and the Risk Management Department to coordinate insurance needs, accident reports and sport physicals.
10. Work with district grounds and facilities department to ensure safety for athletic participants and spectators.
11. Work collaboratively with high school athletic/activities directors and Human Resources in hiring high quality personnel for athletics, activities and facility staff.
12. Coordinate with the District’s middle school and high school athletic/activities directors for planning purposes and establishing, updating, and refining individual sport guidelines using National Federal and Colorado High School Activities Association (CHSAA) rules, policies, and procedures.
13. Develop and maintain relationships with CHSAA, Front Range League, and Northern Conference in developing and addressing district athletic policies.
14. Monitor gender equity in athletics by preparing Title IX reports and evaluating requests for new programs in order to maintain equity and parity of District programs.



Description of Job Tasks
15. Implement a replacement schedule for uniforms, equipment, seating, and fixtures.
16. Assist in the preparation of and approval of bids for athletic equipment and supplies and distribute as necessary.
17. Provide professional development for coaches including mandatory trainings as well as trainings to improve the skills and abilities of coaches. Conduct pre-season coaches' meetings to prepare for the season; conduct post-season coaches' meetings to evaluate the season and to prepare for the future.
18. Assist with hiring, supervision and evaluation of middle and high school athletic/activities directors and head coaches.
19. Acts as a resource for athletic/activities directors and/or counselors regarding rules and regulations of the NCAA, NCAA Clearinghouse, NAIA, and NJCAA to ensure PSD students/athletes who wish to participate in athletics on the collegiate level maximize their opportunities.
20. Collaborate with stakeholders to develop a long-range vision for District athletic and activities programming, including non-traditional athletes such as a unified sports program.
21. Perform other duties as assigned.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Master's degree in sports management, education, or related field required.
- Minimum of three years of building administrative experience at the secondary level also required, experience as school athletic director strongly preferred.
- Equivalent combination of education and experience acceptable.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Colorado Principal or Administrator's License.
- NIAA, CAA or CMAA desirable.
- Valid Colorado driver's license.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Knowledge of CHSAA's rules, regulations, policies, and procedures.
- Knowledge of risk management, legal issues in athletics administration and Title IX.
- Ability to frequently travel among district facility locations and to state-wide athletic events.
- Ability to work evenings, weekends, and long hours during busy athletic seasons.
- Ability to hire, train, and evaluate staff.
- Strong conflict resolution and mediation skills.
- Strong scheduling, organizational, and time management skills.
- Ability to effectively communicate with district administrators, employees, parents, students, and community members.
- Ability to manage multiple large budgets.
- Written communication skills including editing and publications.
- Public speaking, large and small group facilitation skills.
- Human relation skills.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to be a part of/work with a team.
- Ability to maintain honesty and integrity in all aspects of the job.



- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

POSITION TITLE	
<b>Reports to:</b>	Assistant Superintendent of Secondary Schools
<b>Direct reports:</b>	Athletic Administrative Assistant

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	