

## Director-Athletics and Activities

### Purpose

The job of Director-Athletics and Activities is done for the purpose/s of designing, implementing, supervising, planning, and coordinating the programs and activities of the district athletic and activities programs, district facilities usage, and volunteerism; to coordinate assigned activities with other departments, divisions, schools, and outside agencies; and to provide highly responsible and complex administrative support to the Associate Superintendent of Curriculum and Instruction and the Superintendent. This job reports to Associate Superintendent of Curriculum and Instruction.

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### Essential Functions

- Advises and assists principals, athletic directors, and athletics and activities facilitators in the improvement of athletic and co-curricular activity programs for the purpose of developing guidelines for recruitment, selection, and assignment of personnel.
- Collaborates with a variety of internal and external stakeholders (e.g. district personnel, building administrators, outside districts, Wyoming High School Athletics and Activities Association (WHSAA), community organizations, etc.) for the purpose of scheduling and implementing interscholastic athletic and co-curricular activities and facilities for away and home events.
- Communicates with a variety of internal and external stakeholders (e.g. school districts, school departments and personnel; community, parents, students, etc.) for the purpose of keeping appropriate parties informed of athletic and co-curricular activity developments at local, state, regional, and national levels.
- Coordinates the oversight of all district volunteerism (e.g. recruitment and onboarding, background checks, etc.) for the purpose of ensuring the successful implementation of volunteer services and activities in accordance with all applicable district and legal guidelines.
- Facilitates meetings involving a variety of internal and external stakeholders (e.g. district, department, and school personnel; outside agencies and school districts; community organizations; parents and students, etc.) for the purpose of identifying issues and taking appropriate actions, developing recommendations, supporting stakeholders, and serving as a district representative.
- Manages existing and new district athletics and co-curricular activities programs and services for the purpose of ensuring programs/services are provided within established timeframes and in accordance with department and district goals and objectives, and local, state, regional, and national requirements (e.g. District Code of Conduct, Title IX, WHSAA, student records, etc.).
- Manages all facets of the district athletics and co-curricular activities events and programs (e.g. developing, planning, coordinating/organizing, staffing, evaluating, revising/improving, scheduling; resources, materials, and equipment; eligibility requirements for internal and external groups; all operational aspects and compliance; and implementation, etc.) for the purpose of ensuring that programs (including culminating events and invitationals, etc.) are developed and implemented in accordance with district goals and objectives, and local, state, and federal guidelines.
- Manages district facility usage by all internal and external groups and organizations (e.g. planning, scheduling, coordinating staff and internal/external volunteers, billing, necessary legal paperwork including Memorandums of Understanding (MOUs), etc.) for the purpose of providing access and utilization of district facilities in accordance with applicable district and legal guidelines.
- Oversees revisions to district athletics and co-curricular activities programs and eligibility requirements (e.g. home schoolers, virtual school students, etc.) for the purpose of coordinating opportunities for student participation in district programs.

- Oversees department inventory (e.g. ordering, storage, cleaning, and repair of supplies, materials, and equipment, etc.) for the purpose of ensuring that items are available and maintained in good condition and in accordance with security and safety guidelines.
- Participates in a variety of meetings (e.g. sits on a variety of committees and/or commissions, attends professional group meetings, etc.) for the purpose of conveying and/or gathering information and serving as a district representative.
- Plans and coordinates annual district awards program for the purpose of recognizing student athletics and co-curricular activities achievement and distributing certificates and awards.
- Prepares a variety of reports and documents (e.g. athletics and co-curricular activities participation, facility usage, equipment upgrades, contract execution, 3rd party services, budgets, funding requests, procedures and guidelines, etc.) for the purpose of documenting activities and issues, providing written reference, and/or conveying information to appropriate parties in accordance with district, local, state, and federal regulations.
- Responds to inquiries, complaints, and concerns from a variety of stakeholders (e.g. school faculty, staff, and administration; students; parents; community, outside agencies; and school districts, etc.) for the purpose of addressing stakeholder needs, mediating and resolving conflicts, and maintaining good relationships with all parties.
- Supervises the department budget (e.g. developing, forecasting, monitoring, recommending, adjusting, approving expenditures, coordinating fund raising, etc.) for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits, and/or fiscal practices are followed.
- Supervises department personnel (e.g. hiring, evaluating, termination, planning, scheduling, and coordinating activities, training, advising and consulting, etc.) for the purpose of maximizing the efficiency of the work force, meeting department and district objectives, and providing excellent customer service to stakeholders.

#### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; applying assessment instruments; performing accounting procedures; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications; exercising good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: operational characteristics, services and activities of a comprehensive interscholastic athletics and activities program; building facility usage processes; principles and practices of interscholastic athletics and co-curricular activities program development and administration, budget preparation and administration, supervision, training and performance evaluation, techniques used in coaching competitive athletics; knowledge of pertinent federal, state, and local laws, codes and regulations, including those regarding athletic eligibility; medical and athletic training guidelines, and safe driving principles and practices.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining a high level of confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working a flexible schedule, and working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience within a specialized field is required.

**Education:** Bachelor's degree in job-related area.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

CPR/First Aide Certificate  
Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training:**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

7/1/2017

**Salary Grade**

85X