

# DEXTER CONSOLIDATED SCHOOLS

---

## JOB DESCRIPTION

Position: ATHLETIC/ACTIVITIES DIRECTOR

Supervisor: Superintendent

**GENERAL JOB DESCRIPTION:** The Director of Athletics and Activities shall be responsible for the administration of the inter-scholastic athletic programs, grades 7-12, and to provide leadership in establishing, implementing, and maintaining an educationally sound philosophy for all District programs. The Director will uphold the District mission that Dexter Consolidated Schools is dedicated to graduating each student with an educational foundation for success as a responsible, ethical contributor to society.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Promote an environment/climate conducive to productive performance.
2. Plan for and manage the resources for which he/she is responsible, including personnel, finances, facilities program and time.
3. Communicate accurately and effectively.
4. Use supervision, staff development, and performance evaluation to improve the extracurricular program of the district.
5. Demonstrate leadership.
6. Comply with all School Board policies and administrative regulations. Evaluate athletic and activity procedures, practices, current records, and information to ensure all local Board Policies and New Mexico Activities Association procedures are followed.
7. Submit required reports to the New Mexico Activities Association and PED.
8. Promote public support of athletic and activity programs through effective publicity. Serve as spokesperson for the Dexter Consolidated Schools athletic and activity programs.
9. Work collaboratively with principals, administrators and all staff to ensure productive athletic and activity opportunities for students.
10. Enforce the Athletic and Activity Demon Code.
11. Other duties as assigned by the Superintendent.

### ESSENTIAL ATHLETIC DIRECTOR DUTIES

1. Provide a safe practice and competition environment.
2. Serve as primary contact for and provide direction to athletic booster organizations.
3. Assist with screening and recommending the employment of coaches. Recommend assignment of coaches in the athletic program.
4. Serve as a mentor to new coaches to the profession as well as veteran coaches new to the district.
5. Work closely with new coaches in sport specific requirements, scheduling of special events, etc.
6. Hold coaching staff accountable for professional behavior.
7. Complete annual evaluation of each head coach and ensure they submit an evaluation for each coach on staff.
8. Ensure coaches maintain a written inventory of sport specific equipment, uniforms, etc.

# DEXTER CONSOLIDATED SCHOOLS

---

## JOB DESCRIPTION

9. Work with coaches and administration in recommending athletic policies. Maintain a current Athletic Handbook, listing detailed information regarding policy, procedures and practices to be followed in the athletic program.
10. Attend all home athletic events at Dexter Schools as district administrator. Provide proper climate for ensuring successful contests regarding teams, officials, players and spectators, with the assistance of administration.
11. Coordinate and act as director of all home high school tournaments and meets.
12. Attend out of town athletic events when possible, and/or where necessary to have a district representative present.
13. Maintain a list of students from each sport for eligibility purposes, as required by the NMAA.
14. Organize and coordinate yearly physical examination requirements for all athletes.
15. Participate in appropriate state and district meetings concerning athletics.
16. Submit annual data pertaining to Title IX reporting.
17. Maintain schedule of athletic events on district website.
18. Schedule and contract all high school and middle school athletic contests.
19. Secure, contract and arrange payment for all high school and middle school athletic officials.
20. Coordinate with building administrators to employ all necessary staff for home athletic events.
21. Coordinate with building administrators to administer all athletic event ticket sales.
22. Ensure facilities are opened, assessable and prepared for events.
23. Ensure that fields and facilities are maintained and in readiness for home contests and that needs are appropriately reported.
24. Ensure all equipment (scoreboards, clock, sound system, etc.) is in working order prior to each event. Report any issues in a timely manner.
25. Ensure all equipment (scoreboards, clock, sound system, etc.) is operated only by coaching staff as students are not allowed to operate equipment.
26. Count the gate box money from each athletic event and turn in required reconciliation sheet.
27. Ensure facilities are properly shut down, lights turned off, doors and gates secured.
28. Supervise, maintain schedule of and evaluate Athletic Custodian.
29. Manage community usage of district Fitness Center.
30. Oversee and manage Fitness Center volunteer staff.
31. Maintain a written inventory of Fitness Center equipment.
32. Propose and submit athletic budgets to Business Manager. Maintain a record of all athletic budgets.
33. Approve all purchases, payments and reimbursements related to athletics.
34. Enter purchase requisitions electronically via district financial system.
35. Ensure requests are submitted for all athletic travel, meals and lodging.
36. Approve and submit to Business Manager a prioritized list of athletic equipment and supplies as requested by head coaches for purchase each year.
37. Administer the athletic insurance program.
38. Connect athletes with college recruiters to help build a robust program where student athletes are able to progress to collegiate play upon high school graduation.

# **DEXTER CONSOLIDATED SCHOOLS**

---

## **JOB DESCRIPTION**

### **ESSENTIAL ACTIVITY DIRECTOR DUTIES**

1. Direct the high school activities program in cooperation with the high school principal.
2. Coordinate the middle school activities program in cooperation with middle school principal.
3. Ensure requests are made for all activity travel, meals and lodging for high school and middle school activity trips.
4. Maintain a list of students from each sport for eligibility purposes, as required by the NMAA.
5. Approve all district fundraiser requests.
6. Oversee and maintain calendar of fundraising activities.

### **QUALIFICATIONS:**

1. A Master's degree.
2. A minimum of five years in public school administration and supervision and/or teaching.
3. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### **PHYSICAL REQUIREMENTS:**

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

### **SAFETY AND HEALTH:**

1. Knowledge of universal hygiene precautions.
2. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)
3. General knowledge of first aid procedures.

### **EQUIPMENT/MATERIAL HANDLED:**

1. Must know how to properly operate or be willing to learn to operate all multi-media equipment, scoreboards, clock and sounds system including current technology.
2. Knowledge of proper use of any equipment necessary for safety.
3. Follow all safety precautions in dealing with equipment/material.

### **WORKING ENVIRONMENT:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate.

### **TERMS OF EMPLOYMENT:**

1. FLSA exempt employee.
2. Salary and work year to be established by the Superintendent.

# DEXTER CONSOLIDATED SCHOOLS

---

## JOB DESCRIPTION

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_