

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 boys and girls inter-scholastic athletic programs, grade 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 program of the district.
5. Demonstrate leadership.
6. Demonstrate an understanding of political theory.
7. Comply with all School Board policies and administrative regulations. Evaluate athletic and activity procedures, practices, current records, and information to determine if all local Board Policies and New Mexico Activities Association procedures are observed.
8. Interpret all local Board of Education Policies related to the position.
9. Make necessary reports to the New Mexico Activities Association.
10. Promote public support of athletic and activity programs through effective publicity. Serve as spokesman for the Dexter Consolidated Schools athletic and activity programs.
11. Work collaboratively with principals, administrators and all staff to ensure productive athletic and activity opportunities for students.
12. Such other duties as may be assigned by the Superintendent.
13. Enforce the Athletic and Activity Demon Code

ESSENTIAL ATHLETIC DIRECTOR DUTIES

14. 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.
15. Serve as chairman of the athletic council, grades 7-12
16. Assist with screening and recommending the employment of coaches. Recommend assignment of coaches in the athletic program.
17. Participate in appropriate state and district meetings concerning athletics. Prepare a list of athletes from each sport at Dexter High School for eligibility purposes, as required by the NMAA.
18. Attend all home athletic events at Dexter High School. Provide proper climate for ensuring successful contests regarding teams, officials, players and spectators, with the assistance of the administration.
19. Provide direction to athletic booster organizations.

20. Schedule and contract all high school and middle school contests.
21. Attend out of town events when possible, and/or where necessary to have a representative present.
22. See that fields and facilities are maintained and in readiness for home contests and that needs are appropriately reported.
23. Propose and submit budgets to Central Office.
24. Secure and contract all high school and middle school officials.
25. Make all requests for all athletic travel and schedule all busses, meals, and lodging for Dexter High School and Middle School athletic trips.
26. Approve payments and reimbursements.
27. Keep up to date inventory of all athletic equipment.
28. Receive change and employ all necessary help for home athletic events.
29. Maintain a record of all Dexter High School athletic budgets.
30. Administer all athletic event ticket sales.
31. Act as director of all home high school tournaments and meets.
32. Enforce yearly physical examination requirements for all athletics and provides a safe practice and competition environment.
33. Administer the athletic insurance program
34. Approve and submit to purchasing agent a list of athletic equipment and supplies as requested by head coaches for purchase each year.
35. Complete evaluation of each head coach and ensure they submit an evaluation for each coach on staff.

ESSENTIAL ACTIVITY DIRECTOR DUTIES

36. Direct the high school activity program through the high school principal. Coordinate the middle school activity program in cooperation with middle school principal.
37. Approve all requests for all activity travel and approve all busses for Dexter High School and Middle School activity trips.

QUALIFICATIONS:

1. A Master's degree.
2. A valid New Mexico administrative license as required by the State of New Mexico preferred.
3. A minimum of five years in public school administration and supervision and/or teaching.
4. 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 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.

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: _____