

Browning Public Schools
JOB DESCRIPTION
Effective: March 18, 2019

Interim Director of Athletics

Summary of Functions

Provides each enrolled student, Grades 2 through 12, an opportunity to participate in a extracurricular athletic activity that foster physical skills, a sense of worth, self-esteem and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play. Provides for a fun and safe environment that supplements the educational goals of the schools. Promotes a continuation of skill and development in all major sports and extracurricular activities including athletics, cheerleading, literacy events, special Olympics, band and choir.

Essential Duties and Responsibilities

- 1) Program Management – Administers the overall program of extracurricular athletics, both intramural and interscholastic for the school district. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities. Evaluates program and makes recommendations regarding policy changes as needed.
- 2) Administration – Develops budget, procurement and personnel needs based upon program plans and the number of student participation. Orders materials as needed, and makes recommendations of supplies and equipment for purchase.
- 3) Extracurricular Athletics – Promotes and supports extracurricular **athletics** and competition including; music, choir, and band.
- 4) Supervision – Plans, assigns and inspects work of subordinates. Determines staffing needs, aligns functional work areas and assigns responsibilities. Participates in the selection of new employees; appraises counsels and advises subordinates; resolves grievances. Recommends all personnel actions regarding coaches and sponsors to the Superintendent.
- 5) Athletes – Provides for the physical examination of all athletes prior to the beginning of the season. Verifies each athlete's eligibility according to established physical and academic requirements of eligibility for participation in each sport. Provides for continuation of skill development in all sports for students in grades 2-12.
- 6) Scheduling – Organizes and schedules all interscholastic and intramural events. Works with staff to schedule related activities such as field and gym practice schedules, pep rallies, awards banquets, etc. Regularly visits athletic practices, activities and events. Arranges all transportation for athletic contests through the Transportation Director. Provides for motels and meals for coaches, athletes, managers, drivers and other personnel on the road for competition. Arranges all details of visiting teams' needs, including locker rooms, towels gymnasium services and field assistance, as appropriate.
- 7) Scheduling – and oversees Ee-kah-ki-maht Activities, Organizes and schedules all activities. Works with staff to schedule activities such as "Lights on Afterschool", clubs – district wide, dances at BMS and BHS, New Years Eve event, Prom, "Red Ribbon Week", works with building administrators and staff to coordinate district activities.

- 8) Insurance – Administers the insurance program covering school athletes and assumes responsibility for the processing of all claims and reports.
- 9) Public Relations – Fosters good school-community relations by keeping the community aware of, and responsive to, the activities program. Serves as liaison to the Parents' Advisory Committee, the school principals, and the administration. Works to resolve conflicts that may develop within the department.
- 10) Equipment – Maintains an inventory of program supplies and equipment. Make recommendations regarding existing and prospective materials. Orders additional supplies as needed. Provides for the cleaning, repair and storage of all athletic equipment.
- 11) Reports – Keeps records of the results of all junior and senior high school athletic contests. Also maintains a record of all award winners, including athletic scholarships. Provides other reports as requested or required.
- 12) Travel – Using district vehicle (or own vehicle under mileage rate), regularly travels to training, athletic events and student activities. May load and transport equipment to and from events. *Caution: Director of Transportation must approve transporting student assistants.*
- 13) Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

Organizational Relationships

Supervised by and reports to the superintendent or his or her designee(s). Supervises coaching staff and school athletic coordinators for district-sponsored Montana High School Association sanctioned sports.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- ☐ ~~Master's degree from accredited 4-year college or university~~
- ☐ Valid Montana Driver's License
- ☐ Administrative certification: Teaching certificate, or 3-years experience in related field.
- ☐ Demonstrated ability to plan, schedule, administer, and manage various ongoing programs
- ☐ Ability to control and administer program finances including budgeting
- ☐ Excellent communication, problem solving and organization skills
- ☐ Proven ability to be self-directed, integrate as part of a team, and to work with others
- ☐ Good public relations skills
- ☐ Working ability with desktop computers, preferably Microsoft Word and Excel
- ☐ Willingness to travel and work long hours, evenings and weekends
- ☐ Good work habits

Knowledge Of - Sports and athletics

Desirable Qualifications – Previous successful experience as a school administrator or teacher and/or background in athletics or coaching; knowledge of school sports and their operations; enthusiasm for athletics and working with students, parents, and coaches.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.