



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Director of Athletics
Payroll/Personnel Type:	12 Month
Job #:	8877
Reports to:	Network Superintendent
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

This position is responsible for all aspects of High School Athletics and Missouri High School Athletic Association activities. This position includes coordination and supervision of SLPS High School Athletic Directors, district compliance related to MSHSAA, Title IX and NCAA requirements. This person is responsible for creating and maintaining athletic programs across the district which are competitive, safe and add a positive element to our school cultures. This person will be a catalyst for creating opportunities through sports.

Essential Functions:

- Overseeing MSHSAA compliance and reporting related to eligibility, coaching requirements and professional expectations
- Proactively manage the budget providing prudent and equitable use of funds
- Manage all gate opening banks and return funds and receipts
- Coordinate all scheduling and payment of officials and workers
- Ensure all A.D.'s, coaching staff and school administrators are educated related to legal aspects related to Title IX, NCAA recruitments and eligibility, and MSHSAA rules
- Mentor or facilitate mentors for new athletic directors
- Ensure the health and safety of all SLPS athletes
- Maintain visibility at events and programs
- Facilitate proper playing area paperwork between SLPS and other site partners ensuring locations are safe for play, and maintained
- Facilitate system of Coaching and Athletic Director evaluations
- Work with SLPS Public Relations related to all aspects of public attention providing positive stories on a regular basis
- Working with Athletic Directors, Coaches and the College & Career Readiness staff to create awareness and opportunities related to post-secondary recruitment
- Work to create new opportunities through outside funding sources
- Chart progress of each sport related to district participation and success
- Prepare and control budget for physical Education Divisions and direct expenditures of funds
- Approve the selection and equipment and adhere to the procurement process
- Be responsible for the continuous study and improvement of the Physical Education and Athletic Program
- Scheduling all sporting events, workers, officials, and transportation
- Coordinating and supervising all SLPS High School Athletic Directors, disseminating information, and conducting meetings
- Coordinate Scholar Athlete event
- Other items as deemed appropriate by the supervisor



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Knowledge, Skills, and Abilities:

- Ability to lead, work and interact effectively with others
- Ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions
- Ability to proactively budget and to manage currency
- Ability to multitask
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively organize many schedules, personnel and duties
- Ability to communicate effectively verbally and in writing
- Ability to initiate action and solve problems

Experience:

- Experience as a building Athletic Director
- Experience as a high school coach

Education:

- Bachelor's Degree (required)
- Master's Degree (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

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

Review/Approvals:



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Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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