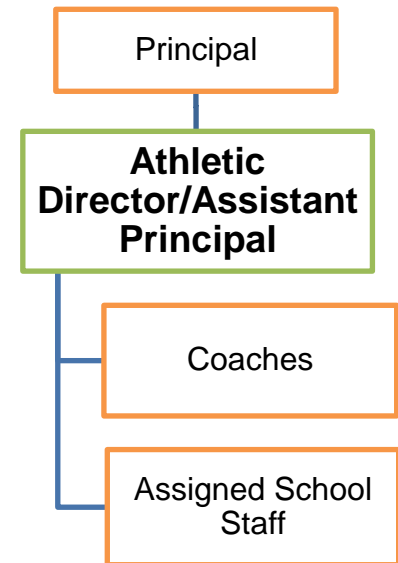


HIGH SCHOOL ATHLETIC DIRECTOR/ASSISTANT PRINCIPAL

Job Title:	High School Athletic Director/Assistant Principal
Initial:	February 8, 2018
Revised:	February 17, 2023
Work Year:	220 Days
Office:	Education
Department:	Assigned High School
Reports To:	Principal
FLSA Status:	Exempt
Pay Range:	Administrative Salary Range

Related Organization Chart



POSITION SUMMARY: As a member of the high school administrative team, the Athletic Director/Assistant Principal (AD/AP) leads and coordinates all CHSAA sponsored extra- and co-curricular activities in the high school athletics and activities program. The AD/AP works in close cooperation with all CHSAA sponsored activity sponsors and coaches in providing quality interscholastic athletic and co-curricular activity programs. Additionally, the AD/AP supervises and evaluates assigned departments and/or staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Supports the Principal in scheduling and coordinating the use of the facilities.
- Responsible for requisitioning equipment, supplies and other budget items.
- Coordinates the total athletic program.
- Supervises and coordinates the preparation of all athletic schedules, inter-school contracts, officials contracts (pay).
- Coordinates with Student Council
- Coordinates transportation needs for all CHSAA and school sponsored events.
- Prepares state eligibility forms, determines student eligibility, and forwards forms as necessary.
- Attends or arranges for supervision of all home and away events.
- Responsible for the conduct of the coaches, players and spectators at all athletic contests.
- Supervises and coordinates:
 - Crowd control – secures police

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Officials and checks
 - Field or floor preparation
 - Event workers
 - Custodial coverage
 - Athletic Director also coordinates all security for events both with school security and with law enforcement.
 - Serves as the liaison to the Booster Club.
 - Ensures effective promotion of all athletic events and proofs all programs prior to printing.
 - Maintains health records with regards to physicals, injuries, and insurance as required.
 - Advises communications department of school events for district publication.
 - Hires officials and judges for all CHSAA sponsored activities.
 - Responsible for evaluating all head coaches by the end of each school year.
 - Coordinates with the Principal to hire head coaches.
 - Coordinates with head coaches to hire assistant coaches.
 - Plans with the principal and the district for future facility requirements and needs.
 - Recommends specific sport's facility maintenance needs.
 - Advises coaches of all changes in CHSAA, league, and school policies.
 - Maintains an accurate inventory of all sports equipment owned by the school.
 - Signs out equipment and supplies to coaches as needed.
 - Accounts for the return of all equipment and supplies after each sports session.
 - Attends district, league and state meetings as required.
 - Attends district administrative meetings as required.
 - Attends state and national athletic director's conferences as needed.
 - Manages and evaluates student eligibility according to CHSAA transfer rules.
 - Manages the building calendar.
 - Performs other related duties as assigned.

Supervision & Technical Responsibilities: This position directly supervises and evaluates athletic coaches and assigned school staff.

Budget Responsibility: This position manages, supervises and interprets the athletic budget.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position.

Education & Training:

- Master's degree in Education plus additional coursework required for certification or licensure.

Experience:

- Classroom teaching experience preferred
- Head coaching experience preferred

Knowledge Skills & Abilities:

- Knowledge of the general organization and functions of a public-school system
- Knowledge of public-school laws, rules and regulations
- Demonstrates a broad knowledge of high school athletic programs
- Demonstrates knowledge of budgets and purchasing procedures

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Ability to communicate effectively and resolve conflict with students, parents, and community groups
 - Ability to hire and supervise professional and support staff, and establish expectations for job growth
 - Ability to provide leadership to school staff, students, parents and the community
 - Understands and demonstrates classroom management/instructional strategies to support student achievement
 - Knowledge of child and adolescent development
 - Knowledge of subject areas, curriculum, and standards-based education
 - Knowledge of technical applications to learning
 - Ability to effectively and efficiently use personal computers and common software applications
 - Good organization and communication skills
 - Demonstrates accomplishments in keeping professionally current

Certificates, Licenses, & Registrations:

- Valid Colorado Principal's License or eligibility at the time of hire.
- Criminal background check required for hire.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that employee must meet to successfully perform the essential functions of this job.

Physical Demands: The employee is frequently required to stand or walk. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment: The work is performed in a typical office environment and at school athletic facilities.

Mental Functions: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, synthesize, evaluate, use interpersonal skills and negotiate. The employee is frequently required to coordinate and compile. The employee is occasionally required to instruct and compute.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.