



Job Title: Executive Director of Athletics

Exemption Status/Test: Exempt

Reports to: Chief Leadership Officer

Date Revised: April 2021

Dept. /School: Athletics

Primary Purpose:

Direct and manage the overall program of athletics for the district. Provide each student with the opportunity to participate in an extracurricular athletic activity and ensure compliance with all federal, state University Interscholastic League (UIL), and local requirements.

Qualifications:

Education/Certification:

- Bachelor's Degree from an accredited college or university
- Master's Degree from an accredited college or university
- Valid Texas Teaching Certificate

Special Knowledge/Skills:

- Knowledge of overall operations of an athletic program
- Knowledge of federal, state, and UIL policies governing athletics
- Ability to implement policy and procedures
- Ability to interpret data
- Ability to manage budget and personnel
- Excellent public relations, organizational, communication, and interpersonal skills
- Ability to speak effectively before groups of students, parents, and staff

Experience:

- Minimum of ten (10) years teaching and coaching experience
- Minimum of seven (7) years supervisory level athletic administration, coaching, or closely related experience

Major Responsibilities and Duties:

Program Planning

1. Establish and ensure that administrative policies and procedures of Athletics department are followed.
2. Administer rules and regulations that govern athletics at district and state level.
3. Communicate with parent, coaches, principals vendors, and all athletic stakeholders.
4. Administer budget of Athletics department.
5. Direct and manage district's athletic program and facilities.
6. Assist the Garland ISD Security department in coordinating the safety and security of all athletic events.
7. Establish and maintain requirements for participation in each sport, and verify each athlete's UIL eligibility.

8. Maintain an active program that promotes good sportsmanship and student development including the time, resources, and material to support accomplishments of department goals.
9. Monitor athletic programs; effectiveness and ensure that program renewal is continuous and responsive to student needs.

Athletic Events

10. Manage district athletic programs including directing ticket sales, employing game officials, and ensuring preparations of facilities.
11. Review all district athletic schedules.
12. Approve or arrange the transportation, lodging, and meals for out-of-town athletic events.
13. Oversee the process of cleaning, repairing, and storing of all district athletic equipment.
14. Coordinate with the GISD facilities department the use of all secondary athletic facilities by non-school groups.
15. Initiate all athletic awards programs.

Student Management

16. Implement district student management policies, communicate expected student behavior related to athletics, and ensure enforcement of student discipline in accordance with the Athletic Code of Conduct, Student Code of Conduct and student handbook.
17. Establish and maintain open lines of communication on vital issues with parents, students, coaches, and administration.

Policy, Reports, and Law

18. Implement the policies established by federal law, state law, State Board of Education rules, UIL rules, and local board policy in the area of athletics.
19. Compile, maintain, and file all reports, records, and other documents as required.

Budget and Inventory

20. Develop and administer a budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.
21. Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment when necessary.

Personnel Management

22. Prepare, review and revise job descriptions for athletic department.
23. Recruit, select, train, supervise, and evaluate all athletic department personnel and make recommendations to assignment, retention, discipline, and dismissal.
24. Develop training options and/or improvement plans for employees to ensure exemplary operation in athletics.

Community Relations

25. Articulate the district's mission and goals in the area of athletics to the community and solicit its support in realizing the mission.
26. Demonstrate awareness of district and community needs, initiate activities to meet those needs, and use appropriate and effective techniques to encourage community and parent involvement.
27. Support athletic booster clubs activities.

Supervisory Responsibilities:

Supervise, evaluate, and recommend hiring and firing of coaches and support staff.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including computer and peripherals and other instructional equipment

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting

Motion: Frequent repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 30 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress; work with frequent interruptions

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.