
Job Title: Executive Director: Athletics

Salary range: **Low** **Mid** **High**
 \$107,386 \$131,386 \$156,139

Duty Days: **240 Days**

Reports to: **Chief of Secondary School Leadership**

FSLA Status: **Exempt**

Position Purpose

Directs and manages the overall program of extracurricular and intramural athletics for the district; provides each student with the opportunity to participate in an extracurricular athletic activity and ensures compliance with all federal, state, University Interscholastic League (UIL), and local requirements.

ESSENTIAL JOB FUNCTIONS

Program Planning

- Directs and manages district’s athletic program and facilities.
- Establishes and maintains physical and academic eligibility requirements for participation in each sport, and verifies each athlete’s eligibility.
- Maintains an active program that promotes good sportsmanship and student development including the time, resources, and materials to support accomplishments of department goals.
- Obtains and uses evaluative findings (including student achievement data) to gauge athletic program effectiveness and ensures that program renewal is continuous and responsive to student needs.
- Innovate and Redefine Athletics in Fort Worth ISD (including redefining Assistant Director and Athletic Coordinators’ roles pertaining to scheduling, middle school to high school progression, professional learning, monitoring and feedback) in order to strengthen the current model to encompass a 6th – 12th grade aligned District athletic program.
- Identify professional development, leadership and coaching professional growing (including development profiles for coaches and mentorship) to strengthen the District athletic program.
- Streamline processes and procedures (including the monitoring of student attendance and grades, evaluate various athletic functions, and assess the equipment/facilities) to ensure an effective and efficient District athletic program.
- Envision and extent the current District athletic program to target Career and College Readiness (including better outcomes on TSI, SAT, and ACT, Athlete Recruitment and Exposure, and NCAA Eligibility processes) to ensure the District athletic program provides encouragement and future options to participants.

Athletic Events

- Manages district athletic operations including directing ticket sales, employing game officials, and ensuring preparation of facilities.
 - Prepares and approves all interscholastic game schedules.
 - Approves or arranges transportation, lodging, and meals for out-of-town athletic events.
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- Oversees the process of cleaning, repairing, and storing of all district athletic equipment including maintaining a current inventory of supplies, equipment, and fixed assets and recommending disposal and replacement of equipment.
 - Coordinates the use of all athletic facilities by non-school groups.
 - Plans, organizes, and oversees all athletic awards programs.

Student Management

- Implements district student management policies, communicates expected student behavior related to athletics, and ensures enforcement of student discipline in accordance with Student Code of Conduct and student handbook.
- Establishes and maintains open lines of communication on vital issues with parents, students, and teachers.

Policy, Reports, and Law

- Implements the policies established by federal law, state law, State Board of Education rule, UIL rules, and local board policy in area of athletics.
- Compiles, maintains, and files all reports, records, and other documents required.

Budget and Inventory

- Develops and administers budget based on documented needs and ensures that operations are cost effective and funds are managed wisely.
- Maintains a current inventory of supplies and equipment and recommends disposal and replacement of equipment when necessary.

Personnel Management

- Recruits, selects, trains, supervises, and evaluates all athletic department personnel and makes recommendations relative to assignment, retention, discipline, and dismissal.
- Develops training options and/or improvement plans for employees to ensure exemplary operation in area of athletics.

Community Relations

- Articulates the district's mission and goals in the area of athletics to the community and solicits its support in realizing the mission.
- Demonstrates awareness of district and community needs, initiates activities to meet those needs, and uses appropriate and effective techniques to encourage community and parent involvement.
- Supports athletic booster club activities.

Supervisory Responsibilities:

- Supervises, evaluates, and recommends the hiring and firing of coaches and support staff.
 - Advises school leaders on the disciplinary action needed to address concerns with coaches and athletic coordinators.
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Personal Work Relationships

- All Fort Worth ISD employees must maintain a commitment to the District's mission, vision, and strategic goals
- Exhibits high professionalism, standards of conduct and work ethic.
- Demonstrates high quality customer service; builds rapport/relationship with the consumer.
- Demonstrates cultural competence in interactions with others; is respectful of co-workers; communicates and acts as a team player; promotes teamwork. Responds and acts appropriately in confrontational situations.

OTHER DUTIES AS ASSIGNED

- Performs all job related duties as assigned and in accordance to the Board rules, policies and regulations. All employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

Knowledge, Skills and Abilities

- Excellent public relations, organization, communication, and knowledge of how large ISD's function
- 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 budgets and personnel
- Ability to speak effectively before groups of students, parents, and staff
- Ability to use software to create spreadsheets, databases, and do word processing
- Ability to organize and coordinate work.
- Ability to communicate effectively, both oral and written forms
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Travel Requirements

- Travels to school district buildings and professional meetings as required.

Physical and Mental Demands, Work Hazards

- **Tools/Equipment Used:** Standard office equipment including computer and peripherals and other instructional equipment
 - **Posture:** Frequent prolonged sitting
 - **Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; frequent driving
 - **Lifting:** Occasional light lifting (less than 15 pounds)
 - **Environment:** Frequent districtwide and statewide travel
 - **Attendance:** Regular and punctual attendance at the worksite is required for this position.
 - **Mental Demands:** Maintain emotional control under stress; frequent prolonged and irregular hours
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Required Qualifications

- **Education:** Master's degree from an accredited college or university in Education, Kinesiology, or related field
- **Certification/License:** Valid Texas teaching certificate; Certified Athletic Administrator preferred
- **Experience:** 7-years' experience in athletics; 3 years' as an Athletic Director/Director preferred
- **Coaching Experience:** 5 years' experience as a Head Coach in at least two sports (one major area of coaching) required

Note: These statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all job responsibilities.
