

DISTRICT ADMINISTRATIVE ATHLETICS/ACTIVITIES MANAGER

Purpose Statement

The job of District Administrative Athletics/Activities Manager was established for the purpose/s of designing, implementing, supervising, planning, and coordinating the programs and activities of the district athletic and activities programs; to coordinate assigned activities with other departments, divisions, schools, and outside agencies; and to provide highly responsible and complex administrative support to the Associate Superintendent of Curriculum and Instruction and the Superintendent.

This job reports to Associate Superintendent of Curriculum and Instruction

Essential Functions

- Advise and assist principals and/or athletic directors in the improvement of athletic programs at the building level for the purpose of developing guidelines for recruitment, selection, and assignment of athletic coaches.
- Collaborate with building administrators and activities directors for the purpose of scheduling interscholastic athletic activities and facilities for away and home activities.
- Coordinate the organization, staffing, and operational activities for the district athletics and activities programs, including the scheduling of interscholastic athletic activities and facilities for away and home activities, for the purpose of developing and implementing district athletic and activities programs goals, objectives, policies, and priorities for interscholastic athletic activities; identify resource needs; recommend, implement, and review policies and procedures.
- Coordinate the planning and implementation of revisions to district athletic and activities programs and eligibility and involvement of home schoolers for the purpose of participating in District athletics.
- Create the district athletic and activities programs budget for the purpose of coordinating fund raising activities and all other regional and state activities scheduled in Casper; forecasting additional funds needed for staffing, equipment, materials, and supplies; monitoring and approving requisitions from coaches for equipment, travel, supplies, facility use, and related expenditures; recommending budgeting adjustments as necessary.
- Direct, coordinate, and review the work plan with staff for interscholastic activities for the purpose of monitoring work flow.
- Disseminate staff reports and other necessary correspondence for the purpose of informing appropriate staff about athletics and activities.
- Facilitate meetings with staff to identify and resolve problems and assign work activities and projects for the purpose of monitoring work flow.
- Identify opportunities for improving district athletic and activities programs service delivery methods and procedures; review with appropriate management staff for the purpose of implementing improvements.
- Maintain communication with professional personnel and the school community, formally and informally, on significant matters pertaining to athletics for the purpose of staying informed of athletic developments at state, regional, and national levels.
- Manage multiple district athletics and activities programs for the purpose of ensuring that the programs are meeting the needs of the district.
- Manage the adherence to district policies and procedures, rules, regulations, and codes as well as local, state, and federal laws pertaining to school athletics (e.g. District Code of Conduct, Title IX compliance in athletics, other required forms, physical examination records, catastrophic insurance requirements, and W.H.S.A.A. memberships) for the purpose of staying in compliance and operating in a healthy, safe, and professional manner.
- Oversee the ordering of supplies and maintenance of equipment as well as the storage, cleaning, repair, and inventory of equipment for the purpose of ensuring that supplies and equipment are available for schools and student to use.

- Participate in supervisory duties for assigned personnel, including coaching staff, (e.g. selecting, training, evaluating, motivating, disciplining) for the purpose of directing staff in the correction of deficiencies.
- Participate on a variety of committees, commissions and professional group meetings for the purpose of staying abreast of new trends and innovations in the field of interscholastic athletics.
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Plan and coordinate annual district awards program for the purpose of recognizing student athletics and activities achievement and distributing certificates and awards.
- Report to the Associate Superintendent for Curriculum and Instruction for the purpose of disseminating information regarding district athletics and activities.
- Respond to difficult and sensitive inquiries and complaints from students, parents, district employees, and the community for the purpose of resolving conflicts and maintaining good relationships with all parties.
- Serve as liaison between students, faculty, staff, and administration for the purpose of ensuring channels of communication are open.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; applying assessment instruments; performing accounting procedures; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications; exercising good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: operational characteristics, services and activities of a comprehensive interscholastic athletics and activities program; principles and practices of interscholastic athletics program development and administration, budget preparation and administration, supervision, training and performance evaluation, techniques used in coaching competitive athletics; knowledge of pertinent federal, state, and local laws, codes and regulations, including those regarding athletic eligibility; medical and athletic training guidelines, and safe driving principles and practices.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining a high level of confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing. The job is performed under minimal temperature variations.

Experience Job related experience within specialized field is required.

Education Bachelors degree in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

5/23/2007

Salary Grade

Exempt 72X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____