

AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	EXECUTIVE DIRECTOR ATHLETICS			PAY GRADE:	AP13
JOB CODE:		FLSA STATUS:	EXEMPT	DATE REVISED:	09/27/2023 HC
DUTY DAYS:	226	LEGACY JOB CODE:			
FUNDING SOURCE:	THIS POSITION IS LOCALLY FUNDED				

AUSTIN ISD EQUITY STATEMENT:

Austin ISD is committed to developing shared definitions and expectations of equity across our District that are consistent with our Board priorities. The definition of equity from the National Equity Project will guide our transformational work.

- *Educational equity means that each child receives what they need to develop to their full academic and social potential.*
 - *Working towards equity in schools involves:*
 - *Ensuring equally high outcomes for all participants in our educational system; removing the predictability of success or failures that currently correlates with any social or cultural factor.*
 - *Interrupting [Disrupting] inequitable practices, examining biases, and creating inclusive multicultural school environments for adults and children; and*
 - *Discovering and cultivating the unique gifts, talents, and interests that every human possesses.*
- <https://www.nationalequityproject.org/education-equity-definition>

-Austin ISD Board President, February 2019

MINIMUM QUALIFICATIONS:

A Master's degree from an accredited college or university is required. Three (3) years of supervision experience is required. Five (5) years of successful teaching and coaching experience and a valid Texas teaching certificate is preferred.

SKILL REQUIREMENTS:

This position requires knowledge and operations of overall operations of an athletic program and knowledge of State and UIL policies governing athletics. Incumbent must have the ability to implement policy and procedures, interpret data, manage budget and personnel, and coordinate District function. This position requires strong communication, public relations, and interpersonal skills as well as proficiency in Microsoft Word/Excel and in other software applications.

JOB PURPOSE AND RESPONSIBILITY:

This position is the chief administrator supporting the facilitation and implementation of program areas within the Athletics Department, aligning athletic programs at the middle school and high school levels (grades 6-12). Incumbent is responsible for providing direction, leadership, and supervision for all areas within the department of athletics. Direct and manage the overall program of extracurricular athletics for the District. Work to provide each student with opportunity to participate in an extracurricular athletic activity and ensure compliance with all state, University Interscholastic League (UIL), and local requirements.

ESSENTIAL FUNCTIONS:

Program Planning:

- Administer and appraise development and improvement of athletic programs including cheerleading and facilities for compliance with Austin ISD, State, and Federal rules and regulations, review curriculum and program content.

- Innovates and redefines athletics inclusive of cheerleading in Austin ISD (including redefining Assistant Directors and Athletic Coordinators' roles pertaining elementary, middle, and high school progression, professional learning, monitoring and feedback) in order to strengthen the current model to encompass an aligned athletic program.
- Collaborate with the Office of Teaching, Learning, and Leading in order to 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 extend the current AISD athletic program to support College and Career Readiness (including better outcomes on TSI, SAT, and ACT, Athletic Recruitment and Exposure, and NCAA eligibility processes) to ensure the district athletic program provides encouragement and future options to participants.
- Maintain an active program that promotes good sportsmanship and student development.
- Establish physical and academic eligibility requirements for participation in each sport and verify each athlete's eligibility.
- Obtain and use evaluative findings (including student achievement data) to gauge athletic program effectiveness and ensure that program renewal is continuous and responsive to student needs.
- Provide guidance on curricula and programs through group and individual meetings.
- Consult with coordinators on professional development issues.
- Oversee and participate in planning short and long-term strategies for implementation of the athletic program and its curriculum.
- Participate in activities of local- and state-level interest groups.
- Evaluate program progress and prepare status and special reports for review by Assistant Superintendent for Secondary Schools; discuss and modify as needed.
- Integrate cheer programming into AISD's athletic programming and establish clear standards.
- Develop and oversee protocols and a structured framework for the cheerleading program.

Athletic Events:

- Be visible at athletic and district sponsored 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.
- 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:

- Implement district student management policies, communicate expected student behavior related to athletics, and ensure 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:

- Compile, maintain, file, and present all physical and computerized reports, records, and other documents required.
- Establish standards of quality and guidelines for department in an effort to standardize them. Establish overall operating standards for programs where no District, State or Federal policies, regulations or guidelines exist.

Budget and Inventory:

- Direct annual budget development; evaluate and verify budget for compliance with goals and objectives of program; review administration of funds.
- Create a replacement schedule for equipment, uniforms and facilities that is clearly articulated by sport and campuses.

Personnel Management:

- Assist with recruiting of quality coaching applicants.
- Participate in the interview process for campus athletic coordinators and/or head coaching positions as appropriate.
- 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 the area of athletics.

Community Relations:

- Facilitates University Interscholastic League (UIL) and District Executive Committee (DEC) coordination.
- Articulate the district's mission and goals in the area of athletics to the community and solicit its support in realizing its mission.
- 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.
- Establish and maintain open lines of communication by conducting conferences on vital issues with parents, students, and teachers.
- Support athletic booster club activities.

Supervisory Responsibilities:

- Evaluate and appraise directly assigned administrative staff, providing formal and informal feedback.
- Provide support and guidance to all Middle School and High School coaches and principals.
- Provide staff and others both oral and written instruction in the form of interpretation of Austin ISD policy and State/Federal regulations and requirements.
- Establish operating responsibilities among program management staff for optimal workflow and problem resolution.
- Convene work groups for special problems, training and other activities as needed.
- Determine staff training needs; arrange or establish programs and participate in those programs.
- Assist in the establishment of methods for employee development and/or career advancement.

Personal Work Relationships:

- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.
- Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Services are provided in an office or school setting. Some travel is required. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the appropriate supervisor of the department. Incumbent will provide information and status reports and/or receive instruction and guidance. Incumbent will have regular contact with administrators, outside vendors, and other Austin ISD staff.

AUSTIN ISD JOB DESCRIPTION

The Austin Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, ethnicity, religion, national origin, gender, disability, sexual orientation, genetic information, gender identity, or gender expression or any other basis protected by law in educational programs or activities that it operates or in employment decisions.

I have read & acknowledge the job description above.

Employee Signature:		Date:	
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