

Balsz School District
4825 E Roosevelt St.
Phoenix AZ 85002
602-629-6400



TITLE: Athletic Director (stipend job description)

EMPLOYMENT: School Year **SALARY:** Extra Duty Salary Schedule **FLSA STATUS:** Exempt

QUALIFICATIONS:

- Possesses appropriate Arizona Teacher Certification.
- Possesses special area endorsements as required by state and/or federal regulations or District policy and procedures.
- Possesses and maintains a moral character that is congruent with the expectations of the Balsz School District.
- Possesses a good knowledge of the sport assigned including, but not limited to, knowledge of training and conditioning techniques, the ability to diagnose player deficiencies and prescribe corrective activities.
- Must maintain a current/valid CPR/First Aide certification.

ESSENTIAL FUNCTIONS:

- Schedules all sports seasons prior to the start of the school year.
- Distribute the schedules to the district office, transportation and each school prior to the start of the school year.
- Copy and distribute high school rulebook and local rules prior to the start of each season.
- Meet with all coaches for the sports of that season prior to the start of the season. Discuss rules (changes), schedules, expectations and eligibility procedure.
- Communicate with transportation and arrange busses for all league games and district tournaments.
- Schedule officials for all JV and Varsity games.
- Communicate with district office for payment of officials.
- Order and distribute awards for each season.
- Organize/coordinate all tournaments, and may not be limited to the list below:
 - East Valley VB Tournament
 - Boys and Girls pre-season Basketball tournament
 - Boys and Girls Jerry Stiteler Basketball Tournament
 - Pride Day Tournaments (Soccer and Basketball)
 - Gene Fulghum invitational Track Meet
 - Balsz District Track Meet
- Communicate with the Optimist Club and assist in organizing the State Track Meet.
- Organize the selection of the Mike Brunson Award for the district's outstanding boy and girl athlete.
- Perform other duties as assigned.

REPORTS TO: Principal and or Assistant Principal/TOA

SUPERVISES: No supervisory responsibilities.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is continuously required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift/or move up to 35 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus.

HOW TO APPLY: District employees interested in applying for this position, submit a PAR with any backup documentation indicating your qualifications for consideration.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and isn't an exhaustive list of duties performed for this position. Balsz is an Equal Opportunity Employer.