



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

Director of Athletics

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School/Department: Central Office Administration
Pay Grade: Administrative Instruction/AI9
Work Days: 226
Wage/hour status: Exempt
Created/revised: August 2025

Primary Purpose:

The Director of Athletics is responsible for planning, implementing, managing and overseeing all facets of District's overall programs of extracurricular and intramural athletics. 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.

Qualifications:

Education/Certification:

- Minimum Bachelor's degree in Business, Education or closely related field from an accredited college or university recognized by the US Department of Education.
- Hold appropriate SBEC certification related to the field
- Must have valid driver's license, good driving record to travel to sites in the Humble ISD area

Special Knowledge/Skills:

- Knowledge of overall operations of athletics programs on a large scale
- Knowledge of UIL and TEA policies governing athletics extracurricular events and participation
- Knowledge of curriculum design, implementation and evaluation K-12 as related to athletics
- Knowledge in planning, design, and construction administration of public school athletic facilities management with understanding of architecture construction design
- Knowledge of monitoring project progress and quality assurances of deliverables and documentation
- Knowledge of federal, state, and local payroll laws and regulations, personnel/payroll process and internal control procedures
- Demonstrated leadership and vision in managing multiple campus sports and events
- Skill in managing staff, team building, project management and planning, operations, multiple projects, and budgets on a large scale
- Skill in coordinating the planning and administration of multiple projects simultaneously
- Skill in reviewing, interpreting and applying Federal, State and local regulations pertaining to athletics and related operations
- Skill in comprehending and evaluating facts and problems associated with athletic situations; exercising sound judgment; and taking decisive and timely action in accordance with standard operating procedures.
- Skill in gathering/organizing/analyzing/interpreting information, troubleshooting issues, making sound judgment, decisions, formulating conclusions, developing recommendations, and solutions to meet deadlines
- Skill in conducting investigations and preparing written documentation in response to inquiries and complaints from groups such as parents, students, district officials and administrators, and the general public
- Skill in communicating effectively with diverse groups, both verbally and written, utilizing professionalism, poise, tact and diplomacy



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- Skill in presenting information in a variety of formats
- Skill in Google and MS Office (Word, Excel, Access, Powerpoint), AutoCAD, timekeeping platform (KRONOS/UKG preferred), absence systems (AESOP preferred) and other related web based data management software
- Ability to comprehend complex systems and technical information and explain effectively to a wide variety of stakeholders.
- Ability to use professional concepts; applies professional standards and company policies to resolve routine issues.
- Ability to interpret policy, procedures, budget, data, and highly technical information.
- Ability to manage assigned personnel and multiple tasks simultaneously and independently to meet deadlines.
- Ability to maintain effective working relationships with a wide variety of District and external personnel, outside organizations, elected officials, and the general public.
- Ability to maintain effective working relationships with District staff, outside contractors, vendors, and organizations, elected officials, and the general public.

Experience:

- Minimum five years supervisory experience with at least three years preferred implementing and overseeing athletic programs on a District-wide level
- Experience in an administrative leadership role (both school and central office preferred)
- Successful campus/classroom and coaching experience (both elementary and secondary preferred)

Major Responsibilities and Duties:

Athletic Sports Program & Operations Management

1. Direct and manage district's athletic programs and facilities.
2. Establish physical and academic eligibility requirements for participation in each sport, and verify each athlete's eligibility.
3. Maintain an active program that promotes good sportsmanship and student development.
4. 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.
5. Inspect all school and district athletic facilities and playing fields on a periodic basis to ensure that high standards is obtained.
6. Prepare, coordinate, and oversee all athletic payroll reporting and reconciliation functions to ensure that all payroll transactions and documentation is accurate and adhere to District policy.
7. Monitor activities to maintain cost control, verifies and authorize payment of invoices upon the completion of work and in accordance to contract documents associated with athletics.
8. Plan necessary time, resources, and materials to support accomplishment of department goals.
9. Prepare and approve all interscholastic game schedules.
10. Arrange transportation, lodging, and meals for out-of-town athletic events.
11. Manage district athletic operations by directing ticket sales, employing game officials, and ensuring preparation of facilities.
12. Oversee process of cleaning, repairing, and storing all athletic equipment.
13. Coordinate the use of all athletic facilities by non-school groups.
14. Plan, organize, and supervise all athletic awards programs.
15. Coordinates and present continuing programs for staff training and personnel development.



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16. Work with the Executive Director of Facilities Construction and the Associate Superintendent of Operational Support Services in preparing specifications, bidding, and follow-up of all athletic facilities and playing field improvements/capital outlays.
17. Work collaboratively and in partnership with other Central Office departments such as Finance, Purchasing, Technology, Human Resources, etc,
18. Direct, partner, and provide support where needed with other departments/campuses and/or outside entities regarding large scale district events and productions that may utilize Humble ISD facilities such as but not limited to district and regional conference championship meets, Junior Olympics, and other sizable functions to include managing staff, developing traffic flow, overseeing installation of rented equipment, designated facilities/venues, etc.

School/Organizational Climate and Communications

1. Maintain a positive and effective relationship, good judgment, and decision making with coworkers, supervisors, other district personnel, outside agencies and organizations, parents, and the community.
2. Maintain professional behavior, appearance, and work ethic to represent the District in a positive manner at all times and work in a team environment
3. Maintain good judgment and decision making when dealing with supervisor, co-workers, District officials and employees, and outside agencies and organizations.
4. Support all athletic and related booster club activities.

Policy, Reports, and Law

1. Comply with all applicable federal and state laws, Board of Education rules and local board policy and regulations.
2. Compile, maintain and file all reports and other documents as required.

Budget and Inventory

1. Administers budget(s) and ensures that programs are cost-effective and funds are managed wisely.
 - a. Monitors and evaluates projects within areas of responsibility for effectiveness and efficiency.
 - b. Updates project improvement plans as needed for status updates, new initiatives, etc.
 - c. Develops applicable budgetary packages based upon budgetary guidelines and needs identified in applicable improvement plan(s) for submission during the budget development process.
 - d. Monitors, maintains and manages, and adherence to budgetary and purchasing procedures, appropriate expenditures, and timeliness.
 - e. Communicates with subordinate staff information related to the District's financial planning and budget development process.
2. Compiles budget and cost estimates based upon documented project needs.
3. Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment when necessary in accordance to district policy.

Safety

1. Enforces safety standards that conform with state, federal, and insurance regulations and develop a program of preventive safety.
2. Investigates accidents and employee safety violations.
3. Maintains safety standards in conformance with federal, state, and insurance regulations.
4. Organizes and conducts training programs to promote a safe work environment.
5. Ensures that equipment is in excellent operating condition



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Personnel Management

1. Manages, conducts, and makes sound recommendations regarding supervisory activities in the areas of interviewing, selecting, and recommending personnel placement or dismissal, training, professional development, counseling, and performance evaluations with review and approval by the Deputy Superintendent and the Human Resources Department.
2. Ensures that personnel practices are coordinated and personnel files are maintained according to district policy.
3. Oversees work assignments and ensures completion.
4. Promotes an open, collegial environment among staff and develops a positive staff morale.

Supervisory Responsibilities

1. Supervises and evaluates performance of professional and support staff assigned within area of responsibility.

Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees.
2. Participates as a member of the District Emergency Response Team and participates in development of the district's disaster plan to be prepared to take an active role in responding to emergencies as needed.
3. Attend professional growth activities to keep abreast of innovations in the related industry.
4. Attend meetings and professional development as required or to enhance knowledge, skills, and abilities and remain current on new and emerging technologies.
5. Attend training on various software/hardware that is being supported by Humble ISD and maintain a working knowledge of the same.
6. Responds to after-hours emergencies as needed.
7. Perform other duties as assigned.

Working Conditions:

The job may require after hours, late night, early morning, weekend, and holiday work sessions. This position requires a strong work ethic and characteristics supportive of collaborative work efforts in a professional and collegial atmosphere.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress

Deadline driven workload and must be able to meet ongoing deadlines

Prolonged use of equipment and computers with repetitive hand motions

Frequent district wide travel with occasional travel outside of school boundaries

Frequent walking, standing, climbing, stooping, bending, kneeling, reaching, lifting, and carrying

Work outside and inside, on uneven or slippery walking surfaces, on ladders and lifts, around equipment with moving parts

Work location assigned requires physical presence in office

Prolonged and irregular work hours – flexibility with schedule preferred

Work location assigned requires physical presence in office

Daily attendance and punctuality are essential functions of the job

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____