



Position Title: Director of Athletics & Activities

Department / Unit: Richfield High School

Accountable To: Principal

I. PURPOSE OF THE POSITION

To develop, direct and provide ongoing leadership and evaluation for a comprehensive, balanced athletic program that is compliant with all District interscholastic policies, rules and by-laws of the Minnesota State High School League, and all other applicable regulations covering the program.

II. MAJOR JOB RESPONSIBILITIES

- A. Develops and maintains a current knowledge of the District's policies, protocols and procedures that apply to this position so that work responsibilities can be performed purposefully, confidently and independently within the position authority and responsibility parameters.
- B. Develops and maintains collaborative work relationships that contribute to a pleasant and productive workplace.
- C. Establishes and regularly evaluates policies, plans, programs and procedures required to create and sustain a comprehensive, balanced athletic program that is consistent with the District's beliefs, mission, objectives, and strategic initiatives, including the interpretation and application of all applicable District, Minnesota State High School League and Conference policies.
- D. Assumes a primary role in the recruitment, selection, orientation, assignment, development and evaluation of qualified coaching personnel and the contracting of qualified game officials.
- E. Meets regularly with coaches to develop, enhance and advance the athletic program and ensure that established program standards are being met consistently, encouraging coaches to seek out skills development opportunities and approving appropriate requests for attendance at coaching clinics.
- F. Oversees the preparation, refinement and submission of an annual athletic budget in cooperation with appropriate administrators, the Business Office and with input from department personnel and head coaches, monitoring and managing the budget within approved parameters.
- G. Sets the annual program and event schedules and ensures that all the required logistic arrangements are made and confirmed with sufficient lead time to minimize problems for event participants and attendees.
- H. Shares accountability with the Principal for canceling planned or scheduled events following consultation with the appropriate coaches and/or officials.
- I. Serves as tournament manager for all playoff events assigned to the District and assumes game and concession management accountability for all home contests, including the safekeeping and depositing of all gate receipts if admission is charged and concession revenues if concessions are open.
- J. Ensures the attendance of a certified trainer at practices and games and the availability of a sound rehabilitation program for program participants if and when required.

- K. Oversees the set up, content, upkeep and security of various data files and records including but not limited to: accurate inventory and usability status reports on program equipment and supplies; program participant files; wins / losses and other important statistics for each program activity; due process records related to suspensions or expulsions; scholastic eligibility records; and any additional information as required or requested by the District, Minnesota High School League or Conference.
- L. Coordinates the use of all athletic facilities (buildings and fields) and works closely with the Principal and District facilities management personnel to establish and monitor preventative and ongoing maintenance programs that ensure the usability and safety of all such facilities. and recommends capital improvements as appropriate.
- M. Recommends capital improvements for athletic facilities as appropriate including well-documented case statements for all such recommendations.
- N. Controls the distribution of program facility keys only to authorized personnel and ensures that key-holder records are kept current and accurate.
- O. Actively promotes positive and collaborative work relationships between the District and Richfield Recreation department, parents, Athletic Advisory Committee and the wider community.
- P. Develops and sustains an active publicity and visibility plan for the athletic program through parents, booster clubs, the media and other interested community partners.
- Q. Represents the District with all contacts inside and outside the District in a manner that enhances and advances its image as a well-managed, high quality operation.
- R. Evaluates, updates, and ensures distribution of the Athletic Policy and Staff Handbook annually.

Performs other job related responsibilities as apparent or delegated by the Principal.

III. QUALIFICATIONS

- Knowledge, Skills and Abilities required to qualify for this position.
 - Bachelor's degree in secondary education plus five years' experience to include a combination of teaching, coaching at the high school level and/or serving in a athletic director role comparable to this District position. Secondary or K-12 principal license preferred.
 - Knowledge of current issues and challenges impacting secondary school athletics in public education so that the District can develop approaches to deal with these issues as they may affect Richfield Schools.

IV. WORK ENVIRONMENT

Work is a combination of inside and outside activity depending on the time of year and the nature of events being planned, supervised and evaluated.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. the physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. At the sole discretion of the District, the qualifications may be waived or alternate qualifications may be considered.