

TUCSON UNIFIED SCHOOL DISTRICT

CODE: 16309
UNIT: ADE
GRADE: 5
FLSA: Exempt

CLASSIFICATION

DIRECTOR OF INTERSCHOLASTICS

SUMMARY

Administers and manages the TUSD K -12 interscholastic programs.

MINIMUM REQUIREMENTS

Masters degree with certification in Physical Education or Athletic Administration.

Five years of athletic administrative experience at the high school level that includes three years of Head Coaching experience.

Arizona Administrative Certificate.

Experience interpreting AIA rules, awareness of athletic liability issues and experience in managing school budgets to include bid preparation and allocation of funds.

Any equivalent combination of experience, training, or education.

ADDITIONAL REQUIREMENTS AFTER HIRE

Must hold the Arizona IVP fingerprint clearance card.

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Oversee the development of programs that bridge student academic success with interscholastic participation. Ensures a proactive approach to student success through the development of study time, remediation and utilization of tests to support tutorial events.

Provide professional development opportunities for site administrators, coaches and support staff.

Develop programs that strengthen current extracurricular activities that prove that participation in athletic and fine arts activities translate into higher attendance rates, higher Grade Point Average (GPA), and the accountability found within the "Every Student Succeed Act" legislation.

Supports the mission of "Arizona State Standards" and "Every Student Succeed Act" goals by providing appropriate, successful and innovative interscholastic programs.

Ensure that student athletes are aware of college NCAA eligibility guidelines.

Assist sites in the developing and implementing plans, and recommending actions to ensure compliance with the District, State and AIA guidelines. Monitor this process and provide information to supervisor, Superintendent, and Governing Board.

Actively recruits coaches and certified Athletic Trainers for District athletic programs and collaborates with site administrators to interview and recommend selection of all head coaches.

Prepares master athletic calendar for 9 high schools and 24 middle schools.

Coordinates all District athletic programs.

Develops, plans, supervises District CPR and First Aid workshops and in-service training for all middle school and high school coaches.

Procures transportation and game officials for all middle school activities. Handles middle school payroll for all workers and officials for all athletic teams.

Directs preparation of athletic uniform and warehouse equipment bids. Awards bid and recommend items to the Governing Board.

Establishes a budget program based on number of students involved in athletics and the activities offered. Compiles and supervises bid procedures for materials to be used in athletic programs. Supervises and facilitates delivery and quality of materials for use in out athletic programs.

MENTAL TASKS

Communicates. Performs functions from oral and written instructions. Evaluates written materials. Comprehends.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Utilizes office equipment such as computers, telephones, printers, and copiers.

CONTROL, SUPERVISION

Supervisory control of assigned staff.

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Reviewed 5/2000
Revised 3/03, 3/04, 6/04, 4/19
Recls 8/22/95