

POSITION DESCRIPTION
WHITERIVER UNIFIED SCHOOL DISTRICT

TITLE: High School Associate Principal/Athletic Director

CLASSIFICATION: Certified

CONTRACT TERM: Twelve Month

GENERAL STATEMENT OF RESPONSIBILITIES: To assist in providing the leadership in implementing and maintaining the optimal educational programs and services; to maintain a safe and caring learning environment; to carry out the policies of the Board and procedures of the Superintendent and; Principal; to assist with compliance with federal and state laws, State Board Rules & Regulations; to assist in the supervision of school employees. Athletic Director administers all aspects of athletic programs offered through Alchesay High School.

PRINCIPLE DUTIES:

Curriculum and Instruction:

- Implements and coordinates the instructional program in the school, in conjunction with the principal;
- Keeps current on new methods of instruction, evaluation and staff development by reading the latest research, visiting other schools and attending conferences/trainings;
- Shares newest methods of instruction and evaluation with certified staff;
- Assists in the development, determination of appropriateness and monitoring of the instructional programs;
- Assists with evaluation and revisions in the curriculum;
- Assists with evaluation of instructional materials.

Management:

- Provides decisive leadership in the educational programs within the school environment;
- Assists in ensuring that all activities in the school are in compliance with federal laws and rules and regulations, the laws of Arizona, regulations of the State Board of Education and the policies of the Board;
- Plans, organizes and directs implementation of all school discipline in conjunction with the principal;
- Ensures the proper maintenance of school discipline records, including property records, personnel, scholastic and other student records;
- Monitor school grounds;
- Implements Board policies that are applicable to the school;
- Assists with the processing of relevant reports;
- Ensures safe and orderly conduct of staff and students;
- Assists with the master schedule;
- Ensures proper maintenance of the school facilities;
- Direct, supervise and evaluate the work of all personnel assigned to the school;

- Serves as a member of committees as requested;
- Monitor compliance-AIA bylaws and WUSD policies;
- Manage athletic schedules;
- Manage athletic facilities;
- Completes necessary travel paperwork for all athletic programs;
- Develop and manage Interscholastic budget;
- Attend all trainings and meetings as required by the AIA;
- Prepare for and manage all home athletic events;
- Performs such other duties as may from time to time, be assigned;

Student:

- Implements policies and regulations as required;
- Implements procedures for proper student conduct and maintaining student discipline;
- Ensures a high standard of student conduct;
- Enforces discipline as necessary affording due process;
- Attends special events involving student, staff and the school community;
- Maintains active relationships with students and parents;
- Communicates athletic policies to students and parents;
- Monitors student academic eligibility.

Personnel:

- Directs, supervises and evaluates the work of all personnel assigned;
- Attends staff meetings to maintain a communication link;
- Maintain directly or through delegation such records as are required by law and policy;
- Hire, train, schedule, supervise event staff;
- Hire and evaluate coaches according to Board approved policy;
- Meet with parents, teachers and students as needed.

Athletic Director Duties in Summary:

- Athletics scheduling
- Hiring and evaluation of coaching staff
- Maintain athletic equipment inventory
- Attend required AIA meetings
- Monitor Compliance-AIA and WUSD policies and bylaws
- Hire, train, schedule and supervise event staff
- Complete required paperwork for travel for all athletic programs
- Develop and maintain Interscholastic budget
- Prepare for and manage all athletic events

QUALIFICATIONS: *Acceptable Education, Training and Experience*

- Appropriate Administrative Certification
- Master's degree or equivalent in educational administration
- Minimum three years teaching in the public schools
- Prior administrative experience desirable, but not required

- Demonstrated the ability to work cooperatively with staff and the community
- Demonstrated organizational skills, utilizing input from various sources, ability to complete tasks in a timely manner
- Demonstrated ability to be discreet
- Meet the requirements of Qualified Evaluator
- Minimum of four years of successful administrative experience
- Experience coaching varsity level sports is preferred
- Experience in athletics management is preferred;

PHYSICAL REQUIREMENTS:

- Ability to work outdoors for long periods of time.
- Long periods of standing and walking are involved in event management.
- Ability to drive at night.

COMMITMENT & DEPENDABILITY:

- Willingness to be an integral member of a successful team.
- Dedication to provide the highest level of service.
- Demonstrated passion for sports.
- Adherence to all policies and procedures.

PERFORMANCE EXPECTATIONS:

- **TIME MANAGEMENT:** Must plan two to twelve weeks in advance; must be willing to work after school hours and weekends.
- **STRESS MANAGEMENT:** Periodic stress due to intermittent time deadlines and management of athletic events.
- **PUBLIC CONTACT:** Interacts with students, parents, other employees, and the general public. Serves as the liaison between the school and AIA.
- **RESPONSIBILITY:** Must use own initiative and judgment in performing job. Has access to and responsible for confidential records.

EVALUATION PROCEDURES: In accordance with provisions specified in governing board policy

REPORTS TO: High School Principal

SUPERVISION GIVEN: Assigned high school staff, athletic coaches and event staff