

<b>Window Rock Unified School District No. 8</b> <b>Position Description</b>	
<b>Position Title</b>	Athletic Director

<b>Date Revised</b>	January, 2010
<b>Status</b>	Administrative
<b>Salary Level</b>	Administrative Salary Schedule
<b>Work Year</b>	12 months

<b>Qualifications</b> <b>Certificates/Licenses</b>	<ul style="list-style-type: none"><li>➤ Master's Degree from an accredited college or university, with coursework in the organization and administration of athletic programs preferred</li><li>➤ Valid Arizona Teaching Certificate required; administrator's certificate preferred</li><li>➤ Classroom teaching experience required</li><li>➤ High school level or head coaching experience</li><li>➤ Other qualifications as the Board may deem appropriate</li><li>➤ Valid Arizona Drivers License preferred</li></ul>
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<b>Job Goal</b>	To provide support for continuous student learning and achievement through research based and data driven decision making practices as supported by the district mission and vision and "Embracing change for student learning" and WRUSD School Reform initiatives.
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<b>Essential Duties</b>	<ul style="list-style-type: none"><li>➤ Serves as leader and developer of after school and extended day services related to the development and maintenance of a quality athletic program for the entire WRUSD.</li><li>➤ Works collaboratively with the school district and community agencies for a K-12 athletic program to include a variety of recreational and sports activities on a year-round basis.</li><li>➤ Provides leadership to all head coaches and ensures a comprehensive and effective program development plan is in affect for each sport in the District.</li><li>➤ Supervises and evaluates all head coaches and cheerleader sponsors and ensures that assistant coaches are evaluated.</li><li>➤ Assists in the selection, assignment, transfer and termination of all coaches of athletics and cheerleader sponsors.</li><li>➤ Develops and maintains appropriate rules and regulations governing the conduct of athletic activities.</li><li>➤ Verifies eligibility for participation of each student in each sport according to AIA , District and other rules and regulations.</li><li>➤ Prepares the athletic handbook and updates annually.</li><li>➤ Provides for supervision at all athletic home games and makes payments to officials.</li><li>➤ Orders supplies, uniforms, and equipment for athletic programs.</li><li>➤ Arranges transportation for athletes in order to participate in scheduled contests.</li><li>➤ Provides medals, certificates, trophies, plaques and ribbons as needed for programs and banquets.</li><li>➤ Assists the principals in the preparation of a budget for use in the athletic program.</li><li>➤ Provides for the cleaning, storage and care of all athletic equipment.</li><li>➤ Supervises all ticket sales, collection, counting and depositing of gate receipts and other revenue.</li><li>➤ Arranges for all of the visiting team's needs.</li><li>➤ Assists the school nurse in setting up physical examinations of all athletes prior to the beginning of each season.</li></ul>
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- Arranges practice schedules for the use of the gymnasium and fields.
- Plans recognition programs for athletes.
- Publicizes the athletic program and works to involve all stakeholders.
- Coordinates the activities of cheerleaders, school bands, pep clubs in concert with the athletic program and arranges travel for them.
- Provides appropriate facilities for school athletic contests.
- Provides for the preparation of the field and gymnasium for all athletic contests.
- Represents the District in AIA, AIAAAA, State Legislative Council, ACA, and 3-A North Conference meetings as appropriate.
- Arranges for local officials for scheduled athletic contests when AIA officials are not assigned or available.
- Provides for security personnel for each home athletic engagement.
- Oversees inventory control in assigned work area.
- Provides for emergency personnel and/or equipment at home athletic engagements.
- Attends community meetings related to youth and athletics. Collaborates with Boys and Girls Club and other after school extended day groups.
- Pursues necessary grant opportunities as they arise.
- Attends home games.
- Performs other duties as assigned

**Physical Effort**  
**Working Environment**

Physically comfortable, normal office work  
Normal office conditions

**Supervision Given**

Administrative Assistant, Middle School Athletic Coordinator, Athletics Property Specialist, Head Coaches

**Supervision Received**

High School Principal

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

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Supervisors signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employees signature

\_\_\_\_\_  
Date

Board Approved: DRAFT