

**PUEBLO SCHOOL DISTRICT 60**  
**ADMINISTRATIVE JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

**Job Title:** Director of District Athletics  
**Prepared Date:** 7/2/2018  
**Revised Date:** 8/1/2021  
**Work Year:** 220 days  
**Department:** Athletics  
**Reports To:** Chief Financial Officer  
**Salary Range:** APT Salary Schedule  
**Benefits:** Fringe Benefits based on Schedule C Benefits  
**Status:** FLSA Status: Exempt

**SUMMARY OF FUNCTIONS:**

The Director of District Athletics is responsible for planning, directing, and executing all middle and high school athletics/activities. Duties include managing Dutch Clark Stadium, evaluating middle and high school athletic/activity directors, coordinating athletic schedules, and participating in athletic conference and the CHSAA Legislative council. Serve as a resource for school athletic/directors to promote the rules and regulations of the NCAA, NCAA Clearinghouse, NAIA, and NJCAA.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED:**

- Master's Degree in Education or related field

- Five (5) years of experience as a school athletic director or school administrator
- Colorado Principal's License or eligibility to obtain within 60 days of employment
- Concussion certification and in good standing with CHSAA
- Valid Colorado Driver License
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Previous experience as a head coach
- Courses in management of secondary athletic programs, risk management, time management, and marketing
- Certified Athletic Administrator required within 3 years after entering position
- Certified Master Athletic Administrator required within 5 years after entering position
- Courses offered by the National Interscholastic Athletic Administrators Association or Colorado Athletic Directors Association
- Courses offered by the NFHS, Citizenship through Sports and Fine Arts Initiative
- Principles, Strategies, and Methods course in athletic administration

**KNOWLEDGE AND SKILLS:**

- Excellent interpersonal relations and oral and written communication skills.
- Strong decision making, analytical, organizational and time management skills.
- Advanced skill in dealing with students and staff with diverse needs at various levels.
- Thorough understanding of CHSAA's rules, regulations, policies and procedures.
- Knowledge of risk management, philosophy and organization of programs, legal issues in athletics administration, Title IX, sexual harassment, Americans with Disabilities Act and employment law.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to frequently travel among district locations.
- Ability monitor compliance involving student athletes with 504, special education needs.
- Work closely with Special Olympics Colorado to offer Unified Athletic Programming for district 60 students.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are

not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Supervise the coordination and evaluation of middle and high school athletics and all student activities to ensure programs of high standards in compliance with Superintendent, Board of Education policies as well as federal and state requirements. Coordinate with school administrators, Risk Management, Finance, and Purchasing to ensure compliance with district policies. Communicate and counsel building athletic directors regarding district policies
- Prepare and submit the district's budgetary requests, assign school funds and monitor expenditures in the budget in order to maintain, control and account for local funds and student activity funds and to promote educational goals of the district. Plan, develop and execute a fund raising initiative to maximize opportunities for students to participate extra-curricular activities. Direct procedures for athletic registration, orientation, and fee collection.
- Supervise and coordinate the preparation of all athletic schedules within the district in order to effectively and efficiently use facilities. Create and develop an athletics and activities promotional calendar to improve awareness amongst students, staff, and the community. Oversee the summer recreation activities, sports camps, aquatics programs and facilities to enhance the quality and quantity of programs in athletics/activities across the district when school is not in session.
- Facilitate middle and high school athletic/activities directors' meetings to ensure continuity of program, communication, and coordination of events
- Arrange for and communicate responsibilities to all support personnel including police, announcers, guards, timers, etc.
- Participate in South-Central League meetings and the Colorado High School Activities Association (CHSAA) Legislative Council providing district perspective and leadership while determining rules and regulations governing our local and state organizations.
- Represent the district in arrangements, scheduling, supervision of post-season athletic events including district, regional and state culminating events. Monitor gender equity in athletics by preparing Title IX reports and evaluating requests for new programs in order to maintain equity and parity of district programs. Promote effective communication between the schools, community, district partnerships and outside organizations by creating positive support for the continued improvement of the programs and facilities.
- Monitor and develop district training including, but not limited to, CPR, AED, concussion, anti-hazing, 504, and Title IX. Participate in district administration meetings and other district meetings as required or appropriate
- Work cooperatively with administrators, Human Resources, and Payroll in hiring quality personnel for athletics, activities, and facility (Dutch Clark Stadium) staff. Ensure district, state, and federal compliance in all employment activities including timely, accurate, and appropriate evaluation and feedback of staff performance in accordance with district guidelines. Monitor and approve payroll for hourly athletic staff, Dutch Clark student workers, coaching staff, and game officials.

- Represent the district’s athletic concerns to the Superintendent and other district administration
- Act as a resource for athletic/activities directors and/or counselors regarding rules and regulations of the NCAA, NCAA Clearinghouse, NAIA and NJCAA to ensure our students/athletes who wish to participate in athletics on the collegiate level maximize their opportunities.
- Remain current regarding changes and developments in the profession by attending professional meetings, reading professional journals and other publications and discussing problems of mutual interest with others in the field to ensure quality leadership.
- Responsible for state certification of all non-teacher coaches
- Responsible for placing non-enrolled students into athletic programs
- Promote district and school athletic programs. Develop and coordinate a system for enhancing sportsmanship throughout the district to encourage healthy competition while maintaining a balance of respect for one another
- Promote effective communication between the schools and community to create positive support, understanding, and participation for continued program improvement. Create and maintain partnerships within the district.

**NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Chief Financial Officer and/or Superintendent

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5-8 hrsper day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)				X	
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		

Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
Lifting Maximum weight: 40 lbs.			X		
Carrying Maximum weight: 40 lbs.			X		

**WORKING CONDITIONS:**

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work, constant interruptions; The noise level is usually quiet in an office environment but can be noisy at times.