

**MOLALLA RIVER SCHOOL DISTRICT**  
**Position Description**

**TITLE:** **HIGH SCHOOL ATHLETIC DIRECTOR**

**REPORTS TO:** Building Principal

**EVALUATED BY:** Building Principal

**JOB GOALS:**

1. To provide leadership in the ongoing development and improvement of the activities program.

**ESSENTIAL REQUIRMENTS:**

1. Holds a valid Oregon Teaching license.
2. At least five years successful teaching experience in grades 9-12.
3. Ability to maintain and verify completeness of records, meet schedules and deadlines.
4. Ability to perform work in a self-directed manner.
5. Ability to use judgment in the analysis of facts and circumstances surrounding individual problems in determining and prioritizing the necessary actions.
6. Ability to maintain effective relationships with all levels of administration, staff members, students, parents and the general public.
7. Must respect confidential information.
8. Genuine enjoyment and understanding of children and awareness of general purposes and goals of public education.
9. Willingness to operate according to policies and procedures.
10. Such alternatives to the above qualifications as the Board and Superintendent may find appropriate and acceptable.

**PERFORMANCE RESPONSIBILITIES:**

1. Schedules use of all facilities.
2. Responsible for coordination, implementation, and supervision of activities.
3. Provides leadership in the selections and assignment of athletic coaches.
4. Develop and place into operation appropriate rules and regulations governing the conduct of athletic activities.
5. Encourage coaches to be professional at all times and to participate in league meetings, state coaches' organizations and other training as appropriate.
6. Fosters good school-community relations through participation with school and community groups and organizations.
7. Assumes responsibility for the organization and scheduling of all interscholastic athletic events including officials, supervision, transportation, and general operation of facilities.
8. Works with coaches in maintaining academic standards and verifying on-going athletic eligibility.
9. Prepares and administers the athletic program budget.
10. Administers the receipt and disbursement of student body athletic funds.
11. Oversees the supervision of all ticket sales and fund raising events of the athletic program; assumes responsibility for proper handling of funds.
12. Keeps records of the results of all high school athletic contests; maintain a record file of all award winners, stating the date and type of award, including athletic scholarships.
13. Plans and supervises recognition program for school athletics.

[High School Athletic Director – cont.]

14. Keeps the principal well informed of the athletic program.
15. Oversees the entire athletic inventory.
16. Carries out all policies set forth by the Oregon School Activities Association, the Board of Education, Superintendent and Principal.
17. Performs such other tasks (which may require knowledge of other job descriptions) as may be assigned by the Board or Administration.

**ADDITIONAL CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:**

1. Must possess and maintain a valid First Aid card if required
2. Criminal Justice Fingerprint Clearance

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. (See addendum)

**TERMS OF EMPLOYMENT:**

A minimum of 190 days per school year. Salary to be according to current salary schedule agreed upon in the Licensed Collective Bargaining Agreement.

**EVALUATION:**

The performance of this job will be evaluated in accordance with provisions of the Licensed Agreement, Board Policy and State Law;

*I have read and understand the responsibilities and qualifications of this position description.*

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Employee Signature

Date

Adopted: July 8, 2010