



## JOB DESCRIPTION

JOB TITLE: **Manager of Administrative Leadership & Services, Activities & Athletics**

Position Type: <b>Exempt</b>	Department: <b>Administrative Leadership &amp; Services</b>
Salary Schedule: <b>Exempt</b>	Reports to: <b>Deputy Superintendent of Administrative Leadership &amp; Services</b>
Salary Range: <b>7</b>	Location: <b>District Office</b>
Term of Employment: <b>12 months</b>	Date: <b>May 12, 2023</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

The manager supports all aspects of Administrative Leadership and Services with an emphasis on the leadership of the District's activities and athletic programs grades 7-12 in the role of District Athletic Director.

*To perform all duties and responsibilities in an exemplary manner, such that the District will derive the maximum productivity from its employees and thereby achieve and maintain standard excellence as a public school district and achieve the goals as outlined in the strategic plan.*

### **ESSENTIAL FUNCTIONS:**

#### **Activity and Athletic Programs:**

- Carries out the goals of the District's Strategic Plan and the Portrait of a Graduate
- Acts as the District Athletic Director.
- Must be highly visible at school activities and athletic events.
- Coordinates an education program for district coaches which provides character and leadership workshops, coaching classes, certification, and yearly training for new and current athletic directors.
- Completes an annual review of the coach's handbook.
- Participates in the State Athletic Directors Leadership Association and is involved in committees and the state membership.
- Supports the Director of Administrative Leadership and Services with all aspects of Title IX complaints and investigations.

- Maintains quality interactions with principals, assistant principals, and school staff through frequent visits to schools (both during and after regular school hours).
- Ability to develop a yearlong written professional development plan for athletic staff members.
- Develop and monitor athletic budgets including district bond funds.
- Works with the schools to develop a District-wide athletic program to ensure uniformity and coordination.
- Develop athletic policies with input from principals, athletic directors, and coaches.
- Assists in the evaluation and selection of athletic equipment.
- Serves as a consultant within the District on all athletic construction projects.
- Assists in writing grant proposals and manage grants as needed.
- Coordinates the maintenance of athletic facilities with schools and various District departments.
- Conducts periodic athletic director meetings for the purpose of program planning and coordination for athletics and activities.
- Assists the schools to promote publicity for all interscholastic sports and activities, such as sports brochures and other publications, press releases and radio releases, etc.
- Fosters good community relationships by keeping the community aware of and responsive to the athletic and activity programs.
- Maintains a close working relationship with District and school personnel to ensure information exchange, coordination, and support for the decision-making process and the collection of feedback concerning services.
- Responds to inquiries or concerns in a timely manner.
- Assists coaches in keeping abreast of current practices, programs, legal issues, and care and prevention of athletic injuries.
- Provides schools with necessary leadership that will enable all schools to develop their individual athletic and activity programs to the fullest extent.
- Encourages schools to provide athletic and activity opportunities to all students. Establish annual athletic program goals and objectives.
- Implements an annual evaluation of the athletic program.
- Meets with assistant principals on comparable duties on each campus regarding activities, athletics, and safe schools.
- Supports the compliance with all hiring and evaluation processes of district-wide athletic staff.

**Administrative Leadership and Services Department Functions:**

- Assists the Director of Administrative Leadership and Services and the District's Athletic Coordinator(s) with middle school athletics development and operations.
- Conduct regular check-ins with relevant members of the Administrative Leadership and Services department on a daily and/or weekly basis.
- Ensure relevant information (e.g. agenda items) is updated for scheduled Administrative Leadership and Services department meetings.
- Support the Deputy Superintendent with District level reports (e.g. Board reports, etc).

- Supports the Director of Administrative Leadership and Services with safety matters. (e.g. drill observations, etc.)
- Participates in district professional development activities in a timely manner.
- Works with Deputy Superintendent and Director of Administrative Leadership and Services to maintain and provide leadership with Administrative Manual Guidelines (AMGs).
- Works with Deputy Superintendent and Director of Administrative Leadership and Services to establish and carry out effective communication systems with school administrators.

### **SUPERVISORY RESPONSIBILITIES:**

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Assists high school principals in the supervision of high school athletic directors.
- Supervises the athletic coordinators for 7<sup>th</sup> and 8<sup>th</sup> grade athletics.

### **OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates knowledge and understanding of athletic administration as it relates to secondary schools.
- Demonstrates initiative to support in ALL areas of ALS and other District departments.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.

- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates collaborative problem-solving skills.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.
- Remain current on latest laws, regulations and required data.

#### **CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have a valid Arizona Administrative Certificate.
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must meet all NCLB (Highly Qualified) qualifications.
- Must attain SEI endorsement as required by Arizona Department of Education.

#### **EDUCATION AND/OR EXPERIENCE:**

- Master's degree or higher is preferred.
- Minimum of five years teaching and supervisory experience with responsibilities requiring a broad knowledge of district and Academic Services policies and procedures preferred.
- Knowledge and appropriate experience regarding high school athletics preferred.
- Valid Arizona Administrative Certificate.
- Minimum three years of principal experience required.

#### **LANGUAGE SKILLS:**

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

#### **MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

#### **REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*