

BUHLER USD 313 CERTIFIED STAFF JOB DESCRIPTION

TITLE: ATHLETIC DIRECTOR/ASSISTANT PRINCIPAL – HIGH SCHOOL

REPORTS TO: Building Principal

SUPERVISES: Assigned students/staff members

EVALUATION: Building Principal

CLASSIFICATION: Exempt

JOB SUMMARY: Under direction, assist in the administration of a secondary school facility; plan, develop, organize, coordinate and supervise extra-curricular activity programs and site safety and security; assist in the planning, development, and implementation of site, and operational goals and objectives, and the evaluation of the effectiveness of personnel performance. Perform other related functions as directed.

QUALIFICATIONS: Valid Kansas Administrative licensure appropriate to specific level.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the planning, organization, and conduct of a comprehensive student body activity/club program, including co-curricular activities, budget planning, fundraising, and expenditure control, scheduling of assemblies and field trips and programs, and student government functions and activities.
2. Supervises organization sponsors in fundraising, and management of each organization's activities funds.
3. Fosters good school-community relations by keeping the community aware of and responsive to the activity program.
4. Proposes schedules of extracurricular activities during the school year and also supervises the scheduling of such activities during the advisory/seminar period.
5. Supervises employees including assigning and directing work, interviewing and hiring, training event workers, evaluating performance, disciplining, resolving problems.
6. Attends, organizes, and assists in directing activities and coaches meetings.
7. Attends and assists with administrative team meetings at building and district level.
8. Acts as a motivational leader in activity program and educational leadership role.
9. Assists in planning, and implementing supervision of buildings, activities, and students.
10. Assists in the supervision of student activities and athletic activities before, during, after school and in evenings and on weekends.
11. Assists in the daily supervision of the cafeteria before school and during the lunch period.
12. Demonstrates effective human relations and communications skills with coaches, district employees, other AD's, KSHSAA Staff, parents, Booster Club, media, local businesses, and other schools.
13. Complies with KSHSAA rules, regulations, policies and procedures.
14. Serve as AVCTL AD Representative, attend meetings and serve on committees for AVCTL and KSHSAA.
15. Submit all KSHSAA forms and reports, interpret and explain the KSHSAA handbook rules to parents, students and coaches.
16. Responsible for all KSHSAA eligibility paperwork for athletics and activities.
17. Assign officials for contests, set up events, meet officials, meet & direct visiting teams, monitor coaches and players, organize pre-game and/or half-time events.
18. Host KSHSAA tournaments, Regional, Sub-State, and State events.
19. Organize the athletic handbook.
20. Work with Maintenance Staff to keep facilities and fields safe and in good playing condition.
21. Schedule and contract all events, attend scheduling meetings, create game and activities schedules.
22. Responsible for all transfer paperwork.
23. Responsible for student awards, letters, and certificates.
24. Set up college signing meetings.

25. Responsible for wrestling weigh-ins on weekday and Saturday mornings.
26. Other duties as assigned.

PHYSICAL REQUIREMENTS / ENVIRONMENTAL CONDITIONS

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Requires regular attendance and physical presence at the job.

APPROVED: 5/13/2013