GUILFORD COUNTY SCHOOL SYSTEM JOB DESCRIPTION

JOB TITLE: DIRECTOR – ATHLETICS, DRIVER EDUCATION AND STUDENT ACTIVITIES
CURRICULUM AND ORGANIZATIONAL DEVELOPMENT DIVISION

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of supervisory and administrative tasks in guiding the development and implementation of athletic, student activity and driver education programs for the secondary schools in the Guilford County school system. Employee is responsible for planning, organizing and scheduling the athletic programs and student activities, as well as implementing the program of instruction in driver education. Employee monitors the overall effectiveness of the programs, determines the need to add or eliminate activities from programs, ensures that programs are effectively implemented at each school, verifies that all students participating in athletics have met eligibility requirements, and ensures that all programs are safe for both the participants and the observers. Employee contributes to the budget development for the division and maintains contracts for extra duty positions in the secondary schools. Ensures that state mandated Dropout Prevention/Driver License and Lose Control/Lose Your License legislation is implemented and monitored on a district-wide basis. Reports to Executive Director – Title I and Special Programs.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Defines and oversees the athletic programs and activities of the secondary schools; works with school principals on best implementing the programs at each school; continuously reviews the programs and determines the need to add or delete activities.

Oversees and reviews the scheduling of all athletic activities and events and the use of various facilities in the County school system; reviews the overall athletics program for safety of participants and observers; verifies the eligibility of all participating students.

Develops and assists athletic program staff; assists principals in hiring staff, athletic directors, coaches, etc.; identifies and/or provides staff development opportunities; maintains constant contact with principals, district coaches, and athletic directors to provide guidance, assist with activities when requested, share information about successful programs, and monitor the effectiveness of the overall programs; ensures the athletics division adheres to School Board and State policies.

Monitors the effectiveness of athletic programs at each secondary school; assists Executive Director in troubleshooting problems in the programs; monitors athletic equipment and facilities, notifying the Executive Director of identified needs.

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Establishes and maintains relationships with organizations such as the North Carolina High School Athletic Association, the North Carolina Coaches Association, community-based sports advocates, etc. to enhance the effectiveness and support of the athletic programs.

Participates in the formation of the annual school district budget; manages both the athletic programs and operations budgeting; purchases equipment and supplies for the division as needed.

Maintains appropriate records of scheduled events, coaching assignments, student activities; processes extended employment contracts for school personnel performing extra duties related to the athletic programs and student activities.

Supervises and conducts personnel administration duties for a secretary, including hiring, evaluating, disciplining, assigning special duties, monitoring attendance, and granting leave.

Provides information to the local media when appropriate.

Works with secondary Student Support Specialists in the implementation of state mandated Dropout Prevention/Driver's License legislation. Maintains district-wide records for implementing this legislation; monitors grades and dropout status of secondary students and informs parents of student's status; schedules and conducts reviews of student's appealing under the new legislation.

Monitors and oversees the entire driver education program working in close relationship with our outside contractors. Duties in this area include scheduling of classes and instructors, maintaining records and supplies and monitoring payment to contractors.

ADDITIONAL JOB FUNCTIONS

Frequently attends evening athletic events and activities for the County secondary schools.

Maintains various records and statistics; creates annual reports to fulfill state and local requirements.

Monitors budget expenditures.

Schedules and approves the leasing of Simeon Stadium in High Point to outside groups.

Supervises all operations of Simeon Stadium including facility and turf maintenance.

Schedules secondary athletic events involving the High Point Athletic Complex working with High Point Parks and Recreation.

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Manages Educational Program Services buildings on Franklin Boulevard, including maintenance and cleanliness of the facility; hires custodians and receptionist and monitors and evaluates their performance and attendance; monitors Workman's Compensation claims for this division.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Master's degree in Athletics and/or Administration, 3 to 5 years of experience coaching several sports, and 3 to 5 years as an athletic director; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess a valid North Carolina driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, copiers, calculators, etc. Must be physically able to operate motor vehicles. Must be able to exert up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, contracts, minutes, etc. Requires the ability to prepare correspondence, reports, forms, work orders, contracts, purchase orders, budgets, performance appraisals, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak

before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of descriptive statistics and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in

using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

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KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles, practices, rules and procedures of organized competitive sports and athletic and recreational activity programs.

Considerable knowledge of the facilities, materials and equipment utilized in athletic programs, special events, and related specialties.

Considerable knowledge of the potential hazards of various sports and other physical activities, and of the proper safety precautions.

Considerable knowledge of the philosophies and objectives of school recreation and athletics programs.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the current literature, trends, and developments in the field of athletic program administration.

Considerable knowledge of the principles of supervision, organization and administration.

Skill in training, coaching and counseling program participants and officials.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain routine administrative reports and records.

Ability to plan and supervise the activities required to execute assigned athletic programs.

Ability to assign, direct and supervise the work of subordinate athletic program personnel.

Ability to exercise independent judgment and fairness in the application of program and game rules and procedures.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

Ability to communicate and establish rapport, understanding and confidence with program

participants.

Ability to exercise considerable tact and courtesy in frequent contact with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Considerable knowledge of state laws and guidelines relating to Driver Education and related areas.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.