



DAVID DOUGLAS SCHOOL DISTRICT #40
JOB DESCRIPTION
Licensed-Teacher on Special Assignment (TOSA)

JOB TITLE: TOSA- Athletic Director- High School

Reports To: Principal

Job Purpose Statement/s: The position of High School Athletic Director is to provide for over-all leadership and coordination among the various sports at all levels, and to facilitate programs that provide student athletes worthwhile learning experiences.

Essential Job Functions:

Liaison with OSAA and the Community

- **Prepare** eligibility reports to OSAA for all athletics and OSAA sponsored activities.
- **Provide** recommendations to school administration regarding school's athletic policies.
- **Liaison** with Community School Sports.
- **Provide** press releases regarding coaching changes and major athletic events.
- **Provide** master schedules for events to community, press, opponents and school personnel.
- **Chair** of Community Sports Board
- **Chair** of the Middle School Sports Board
- **Attend** State Athletic conferences and Mt. Hood conference meetings

Facilities Maintenance and Management

- **Provide** recommendations to school administration regarding modification of existing facilities or development of new facilities.
- **Assist** in coordinating the maintenance program for facilities.
- **Assist** as appropriate in the scheduling of school athletic facilities for out-of-school groups.
- **Manage** stadium usage and rental.
- **Establish** schedule for use of facilities when there is more than one school group (athletic or activity in need of facilities).
- **Coordinate** with the Physical Education Department the sharing of facilities and equipment.
- **Monitor** all athletic equipment and facilities where athletics take place to see that they are safe to be used by the patrons of the District.
- **Oversee** Stadium rental-train and hire site person

Staff and Student Management

- **Responsible** for recruitment and screening of all applicants for coaching positions and recommendations to principal for hiring or dismissal of coaches.
- **Develop** training rules for athletes and implement consequences of violations.
- **Oversee** the coaches monitoring of academic achievement by athletes.
- **Conduct** coaches meetings and preseason workshops.
- **Facilitate** all athletic forms and academic eligibility.
- **Promote** communication between coaches, families, athletes, teachers and administrators.
- **Provide** for in-service of coaching staff as needed.
- **Disseminate** materials and enforce rules and regulations, including OSAA player eligibility
- **Collect, file and notify** athletes and coaches regarding student eligibility
- **Complete** an evaluation and hold a conference with all coaches

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Contest Management

- **Arrange** for the availability of equipment necessary for contests.
- **Arrange** with various associations to provide officials for home contests.
- **Coordinate** with the principal for supervision and crowd control of all athletic contests.
- **Arrange** for the personnel necessary to manage contests.
- **Coordinate** with custodians and grounds crew the preparation of facilities.
- **Schedule** all interscholastic athletic contests.
- **Cancel/reschedule** contests, in the events of inclement weather or other circumstances.
- **Manage** home Mt. Hood League play-off contests.
- **Arrange** and manage state play-off contests.
- **Assist** with support of building Administration the supervision of home and away contests.
- **Help** with organization of Athletic Trainers and Sports Medicine Program

Budget and Program Management

- **Schedule** all athletic transportation for practices and all contests.
- **Oversee** Athletic Budget.
- **Oversee** Activities Budget for all OSAA sponsored activities.
- **Purchase** school athletic supplies and provide for the repair of equipment.
- **Oversee** all athletic inventory.
- **Ensure** adherence to all policies, rules, procedures and codes relating to athletics
- **Develop** and **manage** the mission and vision of the athletic program
- **Evaluate** all athletic programs on an annual basis

Other Job Functions:

- Other duties as directed by the principal.

Job Requirements- Qualifications:

Experience Preferred: Applicants must have prior experience as a varsity coach and/or been involved in a high school leadership role.

Skills, Knowledge and/or Abilities Required:

Skills to communicate and interface effectively with students, staff, families and community. Strong leadership, problem solving and organizing skills.

Must be able to commit to long hours beyond the regular work day, including weekends.

Must be highly organized in order to meet deadlines, complete projects on time, and prepare for and run multiple events.

Knowledge of district policies, curriculum, education code and athletics.

Abilities to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, families, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision.

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Licenses, and/or Testing Required: Appropriate Teacher Standards and Practices Commission license or administrative license, Criminal Justice fingerprint clearance, and valid driver's license and evidence of insurability.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Multi-Cultural preferred. Bi-Lingual preferred.

Terms of Employment: Salary and work year according to the current contract and school calendar.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of administrative personnel.

Supervisor: Immediate contact/supervisor will be building principal.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.