



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

JOB TITLE: TOSA- Assistant Athletic Director- High School

Reports To: Principal

Job Purpose Statement/s: The position of Assistant Athletic Director is to provide for overall leadership and coordination among the various Community Sport/Recreation sports from grades 3 to 8 and to support High School athletics.

Essential Job Functions:

- **Assist** with basic data entry; including student information, fee receipts, & physicals
- **Help** maintain databases and organizes a variety of files and records
- **Respond** to routine questions from the general public according to established guidelines
- **Help** monitor the safety of all gyms and fields for student-athletes
- **Assign** volunteer coach(es) for each sport
- **Assign** and Oversee an in-building staff Sport Secretary
- **Building Use** reservations
- **Hire** site supervisors for all games
- **Communicate** with Community Recreation staff
- **Discipline** liaison for any issues with players and families in the program
- **Monitor** the safety of all gyms and fields for student-athletes
- **Promote** Community Recreation with staff, students, and community
- **Supervise** students during the school day and during extra-curricular activities to create and maintain a safe and respectful climate for students, participants, and/or spectators
- **Promote** a positive, caring climate for learning; communicate sensitively, fairly, and effectively with all students, staff, and families
- **Responsible** for recruitment and screening of all applicants for coaching positions and recommendations to the principal for hiring or dismissal of coaches
- **Oversee** scheduling of athletic competitions
- **Facilitate** the clearance of all volunteer and paid coaches

Staff and Student Management

- **Responsible** for recruitment and screening of all applicants and coordinator for coaching positions and recommendations to the principal for hiring or dismissal
- **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** in-service to coaching staff as needed
- **Disseminate** materials and enforce rules and regulations
- **Complete** an evaluation and hold a conference with all sports coordinators
- **Collect, file and notify** athletes and coaches regarding student eligibility

Budget and Program Management

- **Schedule** all athletic transportation for practices and all contests
- **Oversee** Community Sports/Rec Budget
- **Purchase** school athletic supplies and provide for the repair of equipment
- **Oversee** all athletic inventory and work with District Office on purchasing
- **Schedule** all officials for athletic competitions

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- **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 community rec/sport 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 athletic experience as a coach and/or coordinator.

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.

Education Required: Bachelor's Degree

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.

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.

David Douglas School District is an Equal Opportunity Employer