

## JOB DESCRIPTION

### Fayetteville City School System

#### ATHLETIC PROGRAM DIRECTOR

##### Purpose Statement

The job of Athletic Program Director was established for the purpose/s of coordinating the athletics programs and related activities, providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining athletic programs in compliance with established guidelines; and serving as a liaison for the district and its athletic programs.

This job reports to Director of Schools.

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##### Essential Functions

- Assists administrators in performing personnel administrative functions (e.g. hiring, counseling, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring that athletic program outcomes are achieved.
- Collaborates with internal and external personnel (e.g. athletic directors, administrators, auditors, and other school system representatives, public agencies, community members, etc.) for the purpose of implementing and/or maintaining athletic programs and related services in an effective, timely and compliant manner.
- Compiles data from a wide variety of sources (e.g. athletic directors, staff, other school systems, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with relevant policies and procedures, and/or monitoring athletic program components.
- Coordinates a wide variety of necessary activities and processes (e.g. transportation, maintenance of athletic facilities and fields, purchase of equipment and supplies) for the purpose of ensuring that district athletic programs and services are provided in a safe, efficient, effective and legally compliant manner.
- Facilitates meetings and workshops for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a district representative.
- Investigates complaints and possible wrongdoing related to district athletic programs for the purpose of ensuring that program activities are conducted in a fair, consistent and legally compliant manner.
- Manages athletic program(s) and other related responsibilities for the purpose of providing quality student athletic opportunities, achieving organizational objectives, and ensuring compliance with legal, financial and district requirements.
- Participates in meetings as required (e.g. workshops, inter and intra district committees, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Participates in the planning and monitoring of budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Prepares a wide variety of often complex materials in both manual electronic formats (e.g. plans, budgets, athletic schedules, letters, memos, presentations, web pages etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting material for requested actions.
- Presents information on a variety of topics related to administrative responsibilities (e.g. financial information, overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others, implementing actions, etc.

- Researches a wide variety of topics (e.g. policies, eligibility requirements, rule changes, schedules, current practices, staffing requirements, financial resources, etc.) for the purpose of developing new athletic programs/services, ensuring program compliance with established requirements, securing general information and/or responding to requests.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

#### **Other Functions**

- Performs other related duties as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include; pertinent laws, codes, policies, and/or regulations; personnel processes; and standard business practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: providing leadership, direction, and team building; communicating with persons of varied educational and cultural backgrounds; establishing and maintaining effective working relationships with individuals from diverse professional backgrounds; working independently under time constraints to meet deadlines and schedules; organizing and communicating information and concepts; setting priorities; working as part of a team; analyzing situations and making accurate decisions; working with multiple projects; dealing with frequent interruptions and changing work priorities; working with accurate, detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

##### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

##### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% standing, 20% walking. This job is performed under minimal temperature variations.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** Bachelor's degree in job related area.

**Clearances:** Criminal Justice Fingerprint/Background Clearance.

**Certificates and Licenses:** Valid driver's license & evidence of insurability.