

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Athletic Director

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: Per individual annual contract – Stipend Position

JOB GOAL: To provide each enrolled student of secondary school age an opportunity to participate in an extra-curricular athletic activity that will foster physical skills, a sense of worth and competence, and the principles of fair play.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor.

1. Complies with the state-approved Code of Ethics of the Education Profession and upholds and enforces school rules, administrative directives, board policy, State statutes, and State and Federal Regulations.
2. Conducts effective communication with member schools, administrators, fellow directors, and coaches.
3. Stresses sportsmanship with schools and their athletic departments.
4. Uses initiative to make visiting schools feel welcome at home events.
5. Recruits and recommends coaching personnel to staff the sanctioned teams.
6. Evaluates coaches at conclusion of specific sports seasons.
7. Serves as the initial contact person with athletic related problems.
8. Schedules meetings as needed with coaches to review and discuss all matters related to athletic programs.
9. Works collaboratively with the principal, administrators, coaches, other staff, and parents/guardians.
10. Cooperates and communicates effectively with Booster's organization, PTA, newspapers, and other media.
11. Reviews all league and NIAA regulations and advises coaches of policy governing each respective sport.
12. Obtains schedules, rosters, photos, etc., which will assist with publicity of home and visiting teams.
13. Arranges for publication of schedules, programs and other media to advertise athletic events.
14. Coordinates pre-game, half-time or post contest events, and arranges for announcement of events.
15. Meets with league-member schools and coaches on a regular basis for the development of master schedules for all sanctioned athletic teams, with emphasis on equality in home and away events.
16. Coordinates local tournaments and works with private sponsors as needed.
17. Arranges for supervision of events by faculty or public authorities as needed.
18. Provides reasonable amenities for the officials for all contests.
19. Attends all home contests, or arranges designee, and coordinates supervision of away contests with administrators.
20. Recommends repair and expansion of facilities as needed, and coordinates with district personnel to ensure that all athletic/playing fields are ready for competition.
21. Arranges for transportation of teams, within district guidelines for all away commitments.
22. Supervises coaches in the cleaning, storage, care and inventory of all athletic equipment.
23. Recommends the addition or deletion of teams and events depending on participation or other factors which encourage review.
24. Plans and supervises an annual recognition for school athletes.
25. Familiar with and complies with all requirements of NCSD Coaching Handbook and NIAA Handbook.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of specific sports, rule changes, county/state rules, NIAA guidelines, and established procedures for coaching.
2. Knowledge of coaching techniques and procedures.
3. Knowledge and understanding of FERPA, HIPPA and other confidentiality situations in the educational setting.

4. Ability to plan, organize, and coordinate activities.
5. Ability to attend most home games and events.
6. Excellent organizational, communication and interpersonal skills.
7. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
8. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
9. Recognizes and reports hazards, and conforms to safety standards as prescribed.
10. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
11. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

POSITION REQUIREMENTS

Education, Training, and Experience:

1. High School Diploma or equivalent
2. Three (3) years' coaching or related experience

Licenses and Certifications:

1. Valid Nevada teacher's license or approval of the Board of Trustees
2. Current CPR/First Aid/AED certification
3. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Active/medium-exert force 10 to 50 lbs. depending on specific sport, occasionally or a medium amount of force to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities. Requires mobility to work in typical athletic/practice settings and use standard athletic equipment specific to sport, stamina to remain outdoors for extended periods of time.

Vision: May require frequent near acuity to read printed materials, VDT screens and/or other monitoring devices, and or frequent distance vision as related to specific sport.

Environmental Conditions: Outside weather conditions traveling to and from district facilities, and exposure to low/moderate/high noise and weather intensity levels.

Hazards: Athletic equipment, possible extreme weather conditions for extended periods of time, possible athletic injury, and communicable diseases.

Working Conditions: Athletic equipment and office supplies necessary to carry out functions of position description.

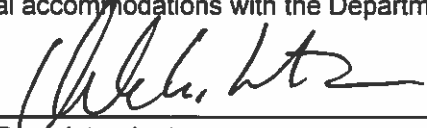
Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified

individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
Superintendent

5/30/17
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____