



Executive Director, Athletics

Reports to:	Chief of Schools	Job Code:	440
Department:	Administrative Certified	Structure/Grade:	Unified/134
Division:	School Leadership	Workdays:	246 Days
Retirement:	Teacher's Retirement System (TRS)		

Position Summary

Plan, develop, and direct the implementation and monitoring of policies, budgets, and schedules for secondary school athletic programs, while providing leadership and guidance to ensure their successful operation and alignment with the organization's overall vision and strategic goals. Serve as a senior leader in the organization, with responsibility for the operational and financial performance of multiple departments. Translate corporate objectives into strategic business plans for the assigned functions, guiding the direction for major initiatives.

Essential Job Duties

- Develop and enforce administrative policies and procedures for the organization of interscholastic athletic and extracurricular activities.
- Administer rules and regulations that govern athletics in the DeKalb County School District, ensuring compliance with district standards.
- Communicate effectively with parents, coaches, principals, vendors, and all stakeholders involved in athletics.
- Coordinate schedules for all athletic teams at middle and high school levels to facilitate smooth operations of sports programs.
- Manage the budget for the athletics department, setting financial plans and goals aligned with corporate objectives.
- Oversee operation and management of stadiums to ensure safety, security, and proper maintenance during all athletic events.
- Conduct seminars with parent groups to address athletic issues/concerns and foster community engagement.
- Perform annual inventory of all athletic equipment in secondary schools to maintain accountability of resources.
- Translate strategic business plans into actionable steps within the area of responsibility while being accountable for medium- to long-term impact decisions on operations.
- Oversee the development and implementation of policies and procedures required to meet regulatory requirements, operational targets, and financial goals.
- Analyze data to inform decisions and improve practices.
- Support the professional growth of staff by providing direction, support, and constructive feedback.
- Set financial plans and goals, bearing accountability for departmental financial performance.
- Perform additional duties as assigned.

Qualifications

- Master's Degree or greater in Education Administration, Athletic Administration, Coaching, or a closely related area with 7 years of experience required.



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- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6 or above, or eligibility for the NPL certificate in educational leadership or Support Personnel License from the Georgia Professional Standards Commission.

Knowledge, Skills, and Abilities

- Knowledge of DCSD policies and procedures
- Ability to create and direct long-term strategic plans for the organization and assigned departments, providing direction for major initiatives
- Ability to direct and administer the programs and services of a non-profit educational and/or service organization
- Ability to represent assigned departments to create and inspire the organization's overall vision, mission, and strategic goals
- High level of financial literacy, and the ability to maintain accountability for financial plans and goals
- Ability to oversee policies and processes that have significant operational and financial impact on the organization
- Superior critical thinking and problem-solving abilities
- Ability to make critical strategic decisions that have a significant impact on the organization
- Strong leadership and team-building skills, with the ability to lead managers and senior managers and align teams toward common goals
- Superior communication skills and the ability to interact with other organization and industry leaders, providing thought and pushback on ideas
- Ability to represent the organization internally and externally, and coordinate and collaborate with federal, state, regional, and local organizations

Physical Demands and Work Environment

Constantly required to exchange accurate information.

Constantly operates a computer and other office machinery.

Constantly observes details at close range.

Frequently remains in a stationary position.

Occasionally moves about inside an office.

Occasionally moves office equipment weighing up to 25 pounds.

Constantly works in an indoor environment.

Supervisory Responsibility

Provides leadership and direction to multiple teams through lower-level leadership and management.

Develops mid to long-term talent plans to executive organization strategies.

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.



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Reviewed/Revised: 05/30/2024

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____