



# Director, Athletics

<b>Reports to:</b>	Executive Director of Athletics	<b>Job Code:</b>	NEW/HR
<b>Department:</b>	Administrative Certified	<b>Structure/Grade:</b>	Unified/132
<b>Division:</b>	Equity	<b>Workdays:</b>	246 Days
<b>Retirement:</b>	Teacher's Retirement System (TRS)		

## Position Summary

Oversee all aspects of the athletic programs within the K-12 school district. Manage program operations, supervise coaches, ensure compliance with district and state regulations, and promote a positive and inclusive athletic environment. The Athletic Director coordinates schedules, budgets, and facilities, supports student-athlete academic success, and fosters community relationships.

## Essential Job Duties

- Manage and administer all athletic programs and activities within the school district.
- Supervise and evaluate coaches, ensuring adherence to coaching standards and student-athlete development.
- Monitor student-athlete academic progress and eligibility, in compliance with district and GHSA regulations.
- Oversee the budgeting and financial management of the athletic department, including fundraising and resource allocation.
- Develop and implement safety protocols and emergency action plans for athletic activities and events.
- Address and mitigate risks related to athlete injuries, sportsmanship issues, and other concerns.
- Coordinate athletic event scheduling, facilities management, and safety protocols.
- Cultivate positive relationships with stakeholders including students, parents, staff, and community members.
- Ensure compliance with GHSA rules and regulations, maintaining accurate records and documentation.
- Develop and implement strategies to enhance athletic program quality, competitiveness, and sportsmanship.
- Enhance the visibility and reputation of the athletic program within the school district and community.
- Promote the achievements and successes of student-athletes through effective communication and public relations efforts.
- Stay abreast of trends and best practices in athletic administration and education, participating in professional development opportunities.
- Perform additional duties as assigned.

## Qualifications

- Master's Degree or greater in Education Administration, Athletic Administration, Coaching, or a closely related area with 5 years of experience required.
- 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.



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## 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.

*Reviewed/Revised: 05/30/2024*



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

Employee: \_\_\_\_\_ Date: \_\_\_\_\_