



REVISED: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	EXECUTIVE DIRECTOR ACTIVITIES/ATHLETICS
DIVISION	ACADEMIC SCHOOLS
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4080
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership to and general oversight of the District's activities/athletics programs. Supervises personnel involved in the development and implementation of district-wide activity/athletic programs; monitors rules and regulations of the Kentucky High School Athletic Association and the Jefferson County Board of Education; develops and maintains an effective activity/athletic bidding procedure.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Designs and implements the activities and athletics events in a fair and equitable manner throughout the District

Works cooperatively with the Kentucky High School Athletic Association and serve as a liaison between member schools and KHSAA

Administers and enforces the activities and athletic policies, regulations and rules

Investigates all allegations of infractions and make recommendations for appropriate remedies or corrective action

Implements and reviews eligibility standards and student participation processes

Critiques the management of local school athletic/activity funds, determine compliance with policies, and implements a plan to fund district-wide activities not covered by the operation budget that pertains to this office

Works cooperatively with identified community agencies, structures, athletic leagues and organizations to ensure an open dialogue with the District

Provides leadership and supervises assigned staff

Completes all trainings and other compliance requirements as assigned by the designated deadline

Evaluates staff as assigned

Performs all other duties assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's degree with Kentucky certification in administration and/or supervision (Principal Certification)

Experience in the areas of activities, intramural, human relations and athletics

Successful supervisory experience in student activities

Demonstrated ability to work with Principals, athletic directors, game officials, community organizations and booster clubs

Ability to organize and manage programs of activities as an integral part of the total educational program of the District

Effective communication skills

DESIRABLE QUALIFICATIONS
Three (3) years of successful experience as an athletic director
NIAAA Certified Athletic Administrator
NIAAA Certified Master Athletic Administrator
Experience in a diverse workplace