



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

JOB TITLE:	EXECUTIVE DIRECTOR ACTIVITIES/ATHLETICS
DIVISION	ACADEMIC SCHOOLS
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	AS APPROVED BY THE BOARD
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