



Little Rock School District

JOB DESCRIPTION

Position Title: Director of Athletics

Prepared Date: 01/19/2022

JOB GOAL:

Maintains, organizes and administers the overall program of interscholastic athletics and any intramural activities.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contract, Pay 802 Grade 125, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience.

FLSA: Exempt

QUALIFICATIONS:

1. Must meet Arkansas certification requirements.
2. Degree in Sports Management with a major in Physical Education and/or courses in the organization and administration of athletic programs is highly desirable.
3. Experience as an administrator, teacher and coach is preferred.
4. Demonstrated ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
5. Demonstrated ability to write routine reports and manage budgets.
6. Demonstrated ability to speak effectively before administrators, staff, parents and students.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Directs head coaches, assistant coaches, and junior varsity coaches in the District.
2. Ensures the overall direction, coordination, and evaluation of the athletic program.
3. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, recommending for hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.



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4. Assists Principals in selecting, assigning and evaluations of all coaching personnel.
5. Assumes leadership role in the orientation and in service training of coaching personnel.
6. Represents the Little Rock School District in matters of interscholastic athletics with the Arkansas Activities Association.
7. Represents LRSD in matters of interscholastic athletics with each secondary league of affiliation.
8. Organizes and schedules athletic events.
9. Oversees the hiring and supervision of personnel such as ticket sellers, gatekeepers, scorekeepers, and security as needed for athletic events.
10. Contracts officials for all home contests.
11. Arranges transportation for away contests.
12. Develops and continues to evaluate appropriate rules and regulations governing the conduct of athletic activities.
13. Establishes and enforces the physical, academic and training requirements of eligibility for participation.
14. Administers the Athletic budget.
15. Purchases and distributes athletic supplies, materials, and uniforms for all District athletes.
16. Performs other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.