Director of Athletics

Job Title: Director of Athletics

Exemption Status/Test: Exempt/Executive* or Administrator in Educational Establishment

Reports to: **Superintendent**

Date Revised: Nov 3, 2026

Dept./School: Athletics

Primary Purpose:

Direct and manage the overall program of extracurricular and intramural athletics for the district. Provide each student with the opportunity to participate in an extracurricular athletic activity and ensure compliance with all federal, state, University Interscholastic League (UIL), and local requirements.

Qualifications:

Education/Certification:
Bachelor's degree from an accredited college or university
Valid Texas teaching certificate

Special Knowledge/Skills:
Knowledge of overall operations of an athletic program
Knowledge of federal, state, and UIL policies governing athletics
Ability to implement policy and procedures
Ability to interpret data
Ability to manage budget and personnel
Excellent public relations, organizational, communication, and interpersonal skills
Ability to speak effectively before groups of students, parents, and staff

Experience:
____ years teaching and coaching experience

Major Responsibilities and Duties:

Program Planning

1. Direct and manage the district's athletic program and facilities.

2. Establish and maintain physical and academic eligibility requirements for participation in each sport, and verify each athlete's eligibility.

3. Maintain an active program that promotes good sportsmanship and student development, including the time, resources, and materials to support accomplishment of department goals.

4. Obtain and use evaluative findings (including student achievement data) to gauge athletic program effectiveness and ensure that program renewal is continuous and responsive to student needs.

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Athletic Events

5. Manage district athletic operations including directing ticket sales, employing game officials, and ensuring preparation of facilities.

6. Prepare and approve all interscholastic game schedules.

7. Approve or arrange transportation, lodging, and meals for out-of-town athletic events.

8. Oversee the process of cleaning, repairing, and storing of all district athletic equipment including maintaining a current inventory of supplies, equipment, and fixed assets and recommending disposal and replacement of equipment.

9. Coordinate the use of all athletic facilities by nonschool groups.

10. Plan, organize, and oversee all athletic award programs.

Student Management

11. Implement district student management policies, communicate expected student behavior related to athletics, and ensure enforcement of student discipline in accordance with Student Code of Conduct and student handbook.

12. Establish and maintain open lines of communication on vital issues with parents, students, and teachers.

Policy, Reports, and Law

13. Implement the policies established by federal law, state law, State Board of Education rule, UIL rules, and local board policy in area of athletics.

14. Compile, maintain, and file all reports, records, and other documents required.

15. Follow district safety protocols and emergency procedures.

Budget and Inventory

16. Develop and administer budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.

17. Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment when necessary.

Personnel Management

18. Prepare, review, and revise job descriptions for athletic department.

19. Recruit, select, train, supervise, and evaluate all athletic department personnel and make recommendations relative to assignment, retention, discipline, and dismissal.

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20. Develop training options and/or improvement plans for employees to ensure exemplary operation in area of athletics.

Community Relations

21. Articulate the district's mission and goals in the area of athletics to the community and solicit its support in realizing the mission.

22. Demonstrate awareness of district and community needs, initiate activities to meet those needs, and use appropriate and effective techniques to encourage community and parent involvement.

23. Support athletic booster club activities.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of coaches and support staff.*

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals and other instructional equipment

Posture: Frequent prolonged sitting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; frequent driving

Lifting: Occasional light lifting (less than 15 pounds)

Environment: Frequent districtwide and statewide travel

Mental Demands: Maintain emotional control under stress; frequent prolonged and irregular hours

To meet the executive exemption test, the primary duty must be management **and the employee must supervise at least two full-time employees.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____

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