

## **Hobbs Municipal Schools Job Description**

**Position:** Athletic Director

**Supervisor:** Superintendent or designated Assistant Superintendent

### **General Job Description:**

The Director of Athletics shall be responsible for the administration and supervision of the boys and girls interscholastic athletic programs providing leadership in establishing, implementing, and maintaining an educationally sound philosophy for the program.

### **Qualifications:**

1. A master's degree.
2. A valid New Mexico administrative license as required by the New Mexico Public Education Department
3. Seven years of experience in public school administration and supervision and/or teaching
4. Successful teaching and coaching experience

### **Essential Duties and Responsibilities:**

1. Demonstrate foresight, examine issues and takes initiatives to improve the quality of education in the community.
2. Embrace and encourage the acceptance of diversity.
3. Use of effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of the educational organization.
7. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs, and time.
8. Use supervision and staff development and performance evaluation to improve the educational program.
9. Maintain a familiarity with current education issues through a process of ongoing personal development.
10. Comply with Ethical Responsibility of the Education Profession Standards of Professional Conduct and Code of Ethics
11. Comply with all School Board policies and administrative regulations.
12. Evaluate athletic procedures, practices, current records, and information to determine if all local Board policies and New Mexico Activities Association procedures are observed.
13. Ensure that all head coaches are members of required athletic organizations.
14. Work with coaches and administration in recommending athletic policies.
15. Serve as the chair of the Athletic Advisory Committee.
16. Maintain a current Athletic Handbook, listing detailed information regarding policy, procedures and practices to be followed in the athletic program.
17. Assist with screening and recommending the employment of coaches to the Assistant Superintendent for Personnel.
18. Recommend assignment of coaches in the athletic program.
19. Supervise activities sanctioned by the NMAA.
20. Coordinate Freshman School and junior high activities with the activity directors at each school.
21. Participate in appropriate state and district meetings concerning athletics.
22. Ensure eligibility of all athletes.
23. Oversee Drug Testing.
24. Prepare a list of athletes from each sport at Hobbs High School for eligibility purposes, as required by NMAA
25. Make necessary reports to the NMAA.
26. Provide direction to athletic booster organizations, with the assistance of the head coach.
27. Schedule and contract all high school contests, with the assistance and approval of the principal.
28. Attend all home athletic events at Hobbs High School. Provide the proper climate for ensuring successful contests regarding teams, officials, players and spectators, with the assistance of the administration.
29. Attend out-of-town events when possible, and/or where necessary to have a representative present.
30. See that fields and facilities are maintained and in readiness for home contests and that needs are appropriately reported.
31. Propose and submit budgets to Central Office.
32. Monitor overall budget throughout the year.

33. Approve and submit to purchasing agent a list of athletic equipment and supplies as requested by head coaches for purchase each year.
34. Secure and contract with all high school officials.
35. Make all requests for all athletic travel and schedule all buses, meals and lodging for athletic trips.
36. Keep up-to-date inventory of all athletic equipment.
37. Employ all necessary workers for home athletic contests.
38. Maintain a record of all athletic finances.
39. Administer all athletic event ticket sales.
40. Act as director of all home high school tournaments and meets.
41. Enforce yearly physical examination requirements for all athletics and provide a safe practice and competition environment.
42. Administer the athletic insurance program.
43. Serve as spokesman for the Hobbs Municipal Schools athletic program.
44. Promote public support of athletic programs through effective publicity.
45. Participate in the evaluation of coaches.
46. Such other duties as may be assigned by the Superintendent.

**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

**Physical Requirements:**

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

**Safety and Health Requirements:**

Blood borne Pathogens Standard Training

**Equipment/Material handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.