



Mancos School District
Staff Job Description

Title: Athletic Director	FLSA Status: Exempt
Reports To: Superintendent	Pay Range: refer to salary schedule
Prepared/Revised Date: June 2023	Work Year: 10 months

SUMMARY:

Provides services for all aspects of secondary athletics and activities program and acts as liaison between school administration, teachers and coaches. Manage district athletics facilities including coordinating improvements, plans, schedules, and maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Listed below are the essential tasks performed to achieve the purpose of this job. The frequency of each task is listed as follows: **(D)** daily, **(W)** weekly, **(M)** monthly, **(Q)** quarterly, or **(A)** annually. Also listed is the percentage of time each task requires on an annual basis. The total, including the percentage allocated to "other duties as assigned," equals 100%.

Job Tasks Descriptions	Frequency	% of time
1. Schedule all athletic events and activities.	D	20%
2. Schedule all practice times and facilities usage for all sporting events and activities.	D	20%
3. Coordinate all administrative supervision for all sporting events and activities.	D	10%
4. Schedule and coordinate all officials, scorekeepers, and time keepers.	D	10%
5. Hire, supervise, and evaluate all coaching staff.	W	5%
6. Arrange travel logistics for all sports teams to attend away games.	W	5%
7. Work cooperatively with key stakeholders to coordinate grades 6-12 alignment of athletic policies, procedures, budget, and staffing.	W	5%
8. Manage district athletic facilities including coordinating improvements, plans, schedules, and maintenance to ensure the well-being of students, families and staff.	D	5%
9. Develop and maintain relationships with appropriate leagues, the Colorado High School Athletic Association (CHSAA), and adaptive sports organizations. Provide guidance on rules and regulations governing our local and state organizations.	W	5%
10. Represent the district in arrangements, scheduling, and supervision of post-season athletic events including district, regional, and state culminating events.	W	5%
11. Promote effective communication between schools, families, community, district partnerships and outside organizations.	W	5%
12. Coach and develop athletic coaches and activity sponsors. Monitor and develop training including but not limited to CPR, AED, concussion, anti-hazing, position of trust. Assist with the district concussion team.	Q	4%



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13. Perform other duties as assigned.	D	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Prior coaching experience and athletic director experience required
- High school diploma or equivalent

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Be passionate about sports and understanding the development of young athletes
- Ability to interact and work effectively and cooperatively in a team environment
- Ability to communicate effectively
- Moderate computer skills
- Ability to show and maintain enthusiasm and a positive attitude
- Ability to maintain confidentiality in all aspects of the job
- Excellent interpersonal skills
- Strong decision making, analytical and organizational skills
- Demonstration of leadership, operations, conflict management, budget preparation

LICENSES, REGISTRATIONS, OR CERTIFICATIONS:

- Must pass various pre-employment background screenings; required at entry
- CHSAA certified preferred
- First aid certification
- Medication administration
- AED and CPR

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microsoft and Google applications

REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:

- Reports to: Superintendent
- Direct Reports: Athletic Secretary, coaches and activity sponsors

BUDGET AND/OR RESOURCE RESPONSIBILITY:

Budget Function	Responsibility			
	Sole	Participate	Recommend	Not Applicable
Develop a Budget	x			
Administer a Budget	x			
Monitor a Budget	x			
Coordinate a Budget	x			
Initiate a Requisition	x			



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PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				x
Walk				x
Sit			x	
Use hands				x

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms			x	
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste		x		
Smell		x		

WEIGHT AND FORCE DEMANDS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds			x	
Up to 50 pounds			x	
Up to 100 pounds			x	
More than 100 pounds		x		

MENTAL FUNCTIONS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x



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Copy				X
Coordinate				X
Instruct				X
Compute			X	
Synthesize			X	
Evaluate				X
Use Interpersonal Skills				X
Compile			X	
Negotiate				X

WORK ENVIRONMENT	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS	REQUIRED TO PERFORM ESSENTIAL FUNCTIONS OF THE JOB
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish)	X



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colors)	
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL	Level of noise typical in the work environment for this job
Very quiet	
Quiet	
Moderate	
Loud	x
Very loud	

OTHER INFORMATION:

- Work on-call and after hours
- Occasional prolonged and irregular hours

Mancos School District RE-6 does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability, or need for special education services in admission or access to, or treatment of employment in its educational programs or activities.

Mancos School District RE-6 is an equal opportunity and affirmative action employer and complies with Title IX and the Americans with Disabilities Act.

The signatures below indicate the job description has been reviewed by the employee with the supervisor.

Employee Name (print)	Employee Signature	Date
Supervisor Name (print)	Supervisor Signature	Date