

**Mt. Lebanon School District****Job Description**

<b>Position</b>	<b>Director of Athletics (7 -12)</b>
<b>Classification</b>	Exempt
<b>Salary &amp; Benefits</b>	Salary is competitive and will be based on qualifications and experience. The benefits package is comprehensive, and outlined in the District's Act 93 Agreement.
<b>Work Hours/Year</b>	Full-time, twelve (12) month, Monday-Friday, nights and weekends may occasionally perform work beyond a standard 40-hour week when workload requires.
<b>Reports To</b>	Assistant Superintendent of Secondary Education

**Summary**

Under the supervision and direction of the Assistant Superintendent of Secondary Education, the Director of Athletics (7-12) is responsible for operational authority over the interscholastic, club, unified, and intramural programs (6-12) assuring that the athletic program and its individual athletes are in compliance with the rules and regulations of the District, Conference, WPIAL, and PIAA.

The Athletic Director shall act as the official representative of the high school principal at all meetings of leagues, associations, conferences, and related organizations; employ sound procedures for the development, administration, and control of all athletic budgets; and organize and administer athletic programs in a manner consistent with the needs, interests, maturity, and abilities of students, in accordance with accepted rules and regulations governing schools, officials, coaches, students, and the public.

The Athletic Director shall promote cooperation among coaches, faculty, and administration regarding athletic policies; supervise and evaluate coaches and athletic office staff while fostering the development of potential coaching personnel; and encourage appropriate student involvement in athletic programs.

The Athletic Director shall emphasize the educational value of athletics in support of students' overall growth, collaborate with booster clubs, and ensure compliance with all NCAA, league, and association rules by providing training and sport-specific regulations to coaches and serving as the institutional liaison for compliance and control. Additionally, the Athletic Director shall evaluate student-athlete eligibility based on academic performance, attendance, and conduct; review and recommend revisions to athletic policies and procedures; assist administration and officials in maintaining discipline at interscholastic contests; and oversee the investigation and resolution of complaints or concerns related to the athletic program.

This is a high profile, public facing position responsible for providing exceptional leadership and good stewardship of school resources, communicating frequently with the District's leadership team and with school stakeholders, and fostering high quality educational and athletic programs in the furtherance of the District's mission, "To provide the best education possible for each and every student".

**Essential Functions:****Program Administration & Operations**

- Plan, schedule, coordinate, and oversee all interscholastic and intramural athletic events, including games, scrimmages, tournaments, and practices.
- Arrange transportation, facilities, officials, security, medical services, and game personnel for athletic events.

- Make decisions regarding the postponement, cancellation, or rescheduling of events due to weather, safety, or emergencies.
- Attend athletic events regularly or assign administrative representation.
- Serve as the district's representative at league, conference, and state athletic meetings.
- Perform additional duties as assigned by the principal or district administration.

## **Facilities, Safety & Event Management**

- Work collaboratively with maintenance, custodial, and facilities staff to ensure all athletic venues are properly prepared, safe, and maintained.
- Develop and implement safety, security, crowd control, ticketing, and gate procedures for all athletic events.
- Coordinate facility use schedules for district athletic, club, unified, and intramural programs, as well as allocation of facility use for the marching band and Winter Guard.
- Serve as the liaison between the district and municipality as it relates to securing community assets for district athletic use.
- Coordinate parking, traffic, seating, accessibility, and security for major events, including commencement exercises.
- Approve and coordinate facility rentals in collaboration with district facilities administration.
- Advise the district on the design, acquisition, construction, and care of athletic facilities and equipment.

## **Finance, Budgeting & Equipment**

- Develop, manage, and monitor the athletic budget; approve expenditures.
- Maintain accurate financial records for athletic accounts, including ticket revenues, deposits, withdrawals, athletic fees, and payroll requisitions.
- Recommend ticket prices, officials' fees, and other revenue-related policies.
- Supervise ticket sales, gate receipts, and financial reporting for all paid events.
- Prepare specifications for bidding and make recommendations for the purchase of athletic equipment and supplies.
- Oversee the requisition, care, inventory, storage, reconditioning, and maintenance of all athletic equipment and uniforms.
- Identify alternative revenue sources and assist with long-term capital planning.

## **Personnel Management & Professional Development**

- Recruit, interview, select, assign, supervise, and evaluate all athletic personnel, including coaches, sponsors, coordinators, and support staff.
- Develop and direct orientation and induction programs for new coaches and sponsors.
- Establish program philosophy, expectations, and codes of conduct for coaches and participants.
- Conduct staff meetings, clinics, and annual/pre-season in-service training to ensure program alignment and professional growth.
- Delegate duties, supervise implementation, address grievances, and promote staff morale and collaboration.

- Conduct periodic and annual written evaluations of all athletic personnel.

### **Student-Athlete Eligibility, Health & Welfare**

- Support inclusive athletic opportunities that foster a positive culture emphasizing sportsmanship, teamwork, and character.
- Coordinate and enforce student eligibility requirements in collaboration with principals, School Counseling, and athletic staff.
- Ensure compliance with district, league, state, and NCAA eligibility regulations.
- Maintain systems for pre-participation physical examinations, medical clearance, injury reporting, and insurance documentation.
- Collaborate with health services, athletic trainers, and medical personnel to ensure proper care of student-athletes.
- Compile and maintain rosters and participation records for eligibility and insurance purposes.

### **Records, Compliance & Reporting**

- Maintain accurate records of all interscholastic contests, including schedules, scores, statistics, awards, and historical data.
- Prepare required reports for the district, athletic leagues, and governing bodies.
- Ensure documentation compliance related to eligibility, medical forms, parental consent, and safety requirements.
- Monitor season records, achievements, and equipment inventories.

### **Awards, Recognition & Student Programs**

- Develop and oversee systems for athletic awards, recognition programs, and special honors, including halls of fame or champions.
- Coordinate awards presentations and end-of-season recognition events.
- Assist in organizing and supporting student managers, equipment managers, and student athletic trainers.
- Facilitate and supervise the intramural athletic program for Grades 6–12.

### **Public Relations & Community Engagement**

- Communicate effectively with students, parents, staff, booster clubs, officials, volunteers, and the community.
- Promote athletic programs to increase participation and program visibility.
- Maintain and update the athletics website and social media platforms.
- Coordinate with the district's communications office to manage media relations, press releases, and public information.
- Maintain positive relationships with booster organizations, community athletic groups, and youth sports programs to support feeder systems.
- Coordinate procedures for visits by college athletic recruiters.

### **Qualifications**

- Bachelor's Degree with administrative and/or coaching experience.
- Working knowledge of WPIAL and PIAA Rules, Regulations and By Laws, required.
- Working knowledge of Title IX athletic requirements.
- At least three (3) to five (5) years of supervisory or administrative school experience and coaching, preferred.
- State mandated renewable background clearances and trainings for employment in PA public schools.

### **Competencies**

- Must possess superior leadership qualities, including the abilities to lead and manage people, think strategically, resolve conflicts and foster collaboration, and conduct oneself with integrity.
- Must possess excellent interpersonal skills, including active listening skills and the ability to communicate clearly and professionally with students, parents, employees, and other stakeholders.
- Must be able to work in an environment with frequent interruptions.
- Must be able to think critically, exercise good judgment, and work under a high level of stress as it pertains to the job.
- Must be able to organize tasks and handle multiple tasks within close time proximity.
- Must possess computer skills, including a working knowledge of standard office and classroom equipment and instructional media, software applications and other technologies (e.g. digital and e-tools).
- Must be able to learn and apply new skills, especially technological skills.
- Must be able to think creatively, analyze, and solve problems.
- Must respect and maintain the highest degree of confidentiality with regard to personnel and student records, personal communication from members of the community, School Board and staff.

### **Preferred Qualities, Attributes, & Proficiencies**

- A commitment to accelerating student achievement and athletic opportunities.
- Demonstrated enthusiasm and energy in making a difference in the lives of students and school communities.
- The ability to create or contribute to a positive school and district culture.
- The ability to inspire, motivate, and empower members of the school community to achieve district initiatives and goals.
- The willingness to foster and promote innovation in athletics.
- A high degree of cultural responsiveness, including an appreciation for and understanding of the unique skills, interests, learning styles, and experiences of members of the educational community.
- Proven ability to prepare students to achieve academic excellence and strength of character, so that they have the opportunity to succeed in all aspects of life.

### **Work Environment**

Non-academic settings within typical school district buildings (auditorium, gymnasium, weight room, athletic facilities, etc.). Travel to various school districts in the region for athletic competitions and meetings. Duties may be performed off-site, at related educational venues when representing the district.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The information contained in this job description is

not an exhaustive list of the duties performed for this position. Additional physical demands and duties may be assigned.

While performing the duties of this job, the employee is regularly required to stand, walk, move throughout the building, sit, stoop, kneel or crouch, reach above and below the waist, grasp objects, and operate a computer or other mobile device. The employee may be required to lift, carry, push, and/or pull objects up to 50 lbs. The employee must possess sensory abilities including speech, visual and auditory acuity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Disclaimer**

Duties, responsibilities, and activities described may change, or new ones may be assigned, at any time, with or without notice

#### **The Mt. Lebanon School District is an Equal Opportunity Employer**

The District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.