



## Professional Vacancy Richardson ISD

**POSITION:** ATHLETIC DIRECTOR  
**REPORTS TO:** ASSISTANT SUPERINTENDENT - SECONDARY INSTRUCTION AND OPERATIONS  
**CONTRACT PERIOD:** 240 DAYS - 12 MONTHS POSITION CONTROL #875/001/R/100  
**SALARY:** LOCAL PAY GRADE: AGR SALARY: NEGOTIABLE

**QUALIFICATIONS AND  
SPECIAL SKILLS:**

**Education/Certification:**

- Certified Athletic Administrator (CAA) or master's degree or above in a related area, such as Educational Administration
- Valid Texas teaching certificate

**Special Knowledge/Skills:**

- Knowledge of overall operations of an athletic program
- Knowledge of state and UIL policies governing athletics
- Strong decision making, analytical, and time management skills
- Ability to manage budget and personnel and coordinate district function
- Ability to implement policy and procedures
- Strong organizational, communication, public relations, and interpersonal skills
- Ability to speak effectively before groups of students, parents, and staff

**Experience:**

- Minimum three years of experience in leadership, district/school athletic director roles
- Proven success developing athletic programs

**MAJOR  
RESPONSIBILITIES:**

**Program Planning:**

- Direct and manage district's athletic program and facilities
- Establish physical and academic eligibility requirements for participation in each sport, and verify each athlete's eligibility
- Support gender equity in athletics in coordination with Coordinator of Girls Athletics and evaluate requests for new programs to maintain equality and parity of programs across the district
- Maintain an active program that promotes good sportsmanship and student development
- 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
- Ensure that program renewal is continuous and responsive to student needs
- Plan necessary time, resources, and materials to support accomplishment of department goals

**Athletic Events:**

- Prepare and approve all interscholastic game schedules
- Arrange transportation, lodging, and meals for out-of-town athletic events
- Manage district athletic operations by directing ticket sales, employing game officials, and ensuring preparation of facilities
- Oversee process of cleaning, repairing, and storing all athletic equipment
- Coordinate the use of all athletic facilities by non-school groups
- Plan, organize, and supervise all athletic awards programs

**Student Management:**

- Implement district student management policies, communicate expected student behavior related to athletics, and ensure enforcement of student discipline in accordance with Student Extra-Curricular Code of Conduct and student handbook
- Establish and maintain open lines of communication by conducting conferences on vital issues with parents, students, and teachers

**Policy, Reports, and Law:**

- Implement the policies established by federal law, state law, State Board of Education rule, UIL rules, and local board policy in area of athletics
- Compile, maintain, file, and present all physical and computerized reports, records, and other documents required

**Budget and Inventory:**

- Administer the athletic budget and ensure that programs are cost effective and that funds are managed prudently
- Compile budgets and cost estimates based on documented program needs
- Initiate purchase orders and bids in accordance with budgetary limitations and district policies
- Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment when necessary
- Approve and forward purchase orders for athletic department to accounting department

**Personnel Management:**

- Prepare, review, and revise job descriptions for athletic department
- Assist with hiring, supervision and evaluation of middle and high school athletic coordinators and head coaches
- Evaluate job performance of employees to ensure effectiveness
- Develop training options and/or improvement plans for employees to ensure exemplary operation in area of athletics

**Community Relations:**

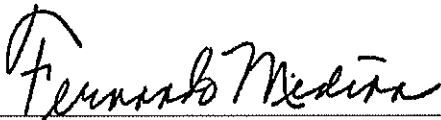
- Articulate the District's mission and goals in the area of athletics to community and solicit its support in realizing mission
- Demonstrate awareness of district and community needs and initiate activities to meet those needs
- Use appropriate and effective techniques to encourage community and parent involvement
- Support athletic booster club activities

**APPLICATION  
PROCEDURE:**

Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx>. The application must be complete and three electronic reference forms must be received to be considered. Applicants who have previously applied in AppliTrack must update their application once per year by securing updated references. Applicants will be contacted if an interview is needed.

**DEADLINE FOR APPLICATION: MARCH 13, 2016**

APPROVED: \_\_\_\_\_



Dr. Fernando Medina,  
Assistant Superintendent - Human Resources

DATE: \_\_\_\_\_



**EQUAL OPPORTUNITY EMPLOYER**

The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.