



T U L S A

PUBLIC SCHOOLS

Job Title: Assistant Director, Athletics/Activities

Department: Athletics and Physical Education
Reports To: Director of Secondary Schools Athletics and Activities
Grade: BL-06
Number of Days: 12 Months
Overtime Status: Exempt

Job Objectives: Provide professional leadership for the District's health and physical education and athletics program involving all PK-12 students. Primary focus is to ensure that the District's physical education and athletics programs meet state and federal requirements, update and monitor the district's physical education curriculum and coordinate all district-wide physical education and athletics special events designed to promote community awareness and enhance student learning experiences.

Minimum Qualifications:

- BS/BA Required, MS/MA preferred

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Coordinate district physical education program.
- Assist in scheduling athletics events.
- Schedule special physical education events.
- Coordinate lay coaches employment.
- Upgrade athletics forms and documents.
- Liaison with sports officials; monitor Physical education curriculum district wide.
- Develop professional improvement programs for Physical education and athletics personnel.
- Supervise assigned sports programs and evaluate staff.
- Make recommendations to the Director that will improve the physical education and athletics programs.
- Any other duties assigned by the Director.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

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Supervisory Responsibility:

- Fitness Programs, Athletics Sports as assigned in all grade levels.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Physical activity, lifting, walking, and outdoor exposure to the elements at various events.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.