



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Director, Athletics

Reports to: Superintendent
Department: Athletics & Activities
Number of Days: 12 Months
Compensation: EL 6
Overtime Status: Exempt
Date Job Revised: January 14, 2008

Position Summary: Provide professional leadership for the district's athletic and activity programs. Oversee the athletics and activities at 9 high schools and 15 middle schools. Responsible for overseeing the district's driver education program at the high schools.

Qualifications/Job Requirements:

Education:

- Masters degree in administration or comparable area

Specialized Knowledge, Licenses, etc:

- Oklahoma Teaching Certificate

Experience:

- Minimum of 7 years teaching/coaching experience

Physical Requirements (If Applicable):

- Job involves physical activity when coordinating large district wide athletic events.

Other:

- Must have excellent organizational skills.
- Must be able to deal with a variety of individuals.
- Needs to have the ability to organize several tasks simultaneously.

Customer Contacts (Internal and External):

- Internal
 - Superintendent, Chief Financial Officer, Bond office, high school principals, middle school principals, athletic coaches, spirit squad sponsors, student-athletes, maintenance workers, grounds workers and facilities office.
- External
 - Parents, the media, general contractors, Oklahoma Secondary Schools Activities Association (OSSAA), community organizations, athletic directors and administrators from other Oklahoma school districts.

Duties and Responsibilities:

- Oversee the high school athletic program at the 9 high schools, which involves 163 athletic teams; oversee the middle school athletic program at the 15 middle schools
- Oversee and coordinate all phases of the district driver education program
- Coordinate driver education summer school programs
- Prepare the annual state report for Driver Education state reimbursement
- Coordinate the Student Insurance Program that is available to all students pre-K through 12 in Tulsa Public Schools
- Communicate with principals and coaches district-wide regarding the athletic program
- Coordinate all OSSAA events for the district
- Monitor Title IX compliance within the district
- Oversee all aspects of stadium usage and rental of the 6 district stadiums
- Coordinate and oversee all stadium concession procedures and revenues
- Evaluate and submit recommended improvements for all athletic facilities

- Represent the district athletic office to all media outlets and provide the media any necessary information regarding district athletic programs/teams
- Organize and coordinate the “All-City” athletic events—football, softball, volleyball, cross country, swimming and track
- Produce a weekly district coaches television show to highlight TPS coaches in a variety of activities
- Serve as “Commissioner” of the Green Country Conference and coordinate all conference events: volleyball, softball, cross country, swimming, wrestling, basketball, golf, tennis, track and baseball.
- Work with the Bond office to oversee all phases of athletic bond improvements throughout the district
- Oversee the payroll process for officials and workers at all athletic and special events
- Organize and create fundraising opportunities to raise money for the district athletic program
- Oversee all aspects of athletic residential and academic eligibility issues and requests
- Make determinations of athletic hardship waiver requests for student-athletes
- Represent the district on appropriate community groups and committees
- Coordinate professional development and continuing education programs for district coaches
- Coordinate the Zarrow 5K Run on behalf of the Foundation for Tulsa Schools
- Secure officials for all athletic activities for all sports
- Represent Tulsa Public Schools to the Jim Thorpe Association for the Jim Thorpe All Star weekend each year
- Work with the Tulsa Park Department to schedule golf courses for TPS athletes
- Purchase necessary equipment for athletic facility repairs or improvements
- Coordinate the following special events/fundraisers: TPS Spirit Competition, Regional Cross Country Meet, State Cross Country Meet, Oklahoma’s Best Girl’s Basketball Tournament, Tournament of Champions, State Track Meet, Jim Thorpe All-Star Weekend, and the TPS Benefit Golf Tournament
- Administer interscholastic policies in OSSAA Administrators handbook as they pertain to high school and middle school athletics.
- Coordinate athletic physicals for student-athletes
- Produce and make available to all schools the necessary athletic forms such as insurance waiver forms, informed consent, emergency consent, sportsmanship pledge and student - athlete pledge.
- Prepare and distribute a Coaches Guide for all district coaches
- Meet with district coaches as needed to discuss athletic issues
- Any other athletic issue not mentioned above