



JOB DESCRIPTION

DMS Athletic Director

Paid by Stipend: \$4,000 for full year

MISSION: We believe the participation in Davidson athletics helps our students build essential skills for success in school and in life. Davidson values the lessons taught by athletic participation: the pursuit of excellence, ethical and responsible behavior on the field/court and off, adherence to rules, leadership and strength of character, and sportsmanship. Sportsmanship includes respect for one's opponents, acceptance of victory with humility, and acknowledgement of defeat with grace. We know that the efforts by our athletes to be their best will lead them to succeed throughout their lives. We believe that all students at this level should have full access to the DMS Athletics program.

PURPOSE: Coordinate and manage all athletic-related functions for Davidson Middle School (excluding school day PE programs).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Develop a positive culture of students, parents, coaches, athletes, district, and teachers.
- Develop, oversee, coordinate, and implement specific athletic programs at DMS, including but not limited to cross country, flag football, volleyball, basketball, wrestling, and track and field.
- Ensure compliance with Marin County middle school league regulations and maintain appropriate correspondence.
- Provide athlete and coach orientations, informational meetings, and athletics training programs.
- Supervise utilization of the athletic facilities; assist/coordinate facilities use requests; review and recommend changes, repairs and improvement of athletic equipment and facilities.
- Assist with arranging for athletic events (game management).
- Oversee the production of the athletic handbook, bulletins, and other appropriate publications.
- Coordinate DMS Athletics master calendar.
- Assist in the design and development of the athletic department website. Maintain website and review data entered by coaching staff to ensure current and accurate information is posted.
- Hiring of staff/coaches
- Develop annual athletics department budget; review expenditures from athletics accounts.
- Provide leadership for PTA and other athletics club fundraising activities.

KNOWLEDGE, ABILITIES AND EXPERIENCE:

- General knowledge of athletics programs and the needs of individual sports.
- Ability to coordinate coaches, games, facilities, and practice schedules.
- Ability to manage an informational website.
- Experience working in educational sports programs and the best safety practices.

PHYSICAL REQUIREMENTS:

Ability to set up, transport equipment; Use computer technology; physically be present at games, practices, and league meetings, etc.

The usual and customary methods of performing the job's functions require the following physical demands: some lifting (up to 20 pounds), carrying, pushing, and/or pulling; significant manual dexterity, ability to perform keyboarding tasks, sufficient hearing and speaking ability for normal voice level conversations, telephone conversations, and to hear and speak to be understood in indoor and outdoor settings. The job includes 50% sitting, 25% walking, and 25% standing. This job is performed in a school environment that includes indoor and outdoor duties.

WORK YEAR:

August – June

Board Approval: